



VISAKHAPATNAM PORT TRUST
VISAKHAPATNAM -530045.

Tender No.ITRA/IT/JD/DIGITIZATION-II/2021-22/XXX

TENDER DOCUMENT

FOR

DIGITIZATION OF RECORDS IN VISAKHAPATNAM PORT TRUST

Completed tenders are to be submitted through etenders portal / closed bids for the PSUs on or before -- of XX.XX.2021 and bids will be opened at 15:00Hrs 15:30 on XX.XX.2021

Joint Director, R&P
Administrative Office Building
Visakhapatnam Port Trust
Visakhapatnam –530045
Phone: 0891-2873200/3447

E-mail: rnp.krkvpt@gov.in

Website: www.vizagport.com

**VISAKHAPATNAM PORT TRUST
EDP CENTRE**

**DIGITIZATION OF RECORDS IN Visakhapatnam Port Trust
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VISAKHAPATNAM PORT TRUST

R&P DIVISION

NOTICE INVITING TENDER (NIT)

Tender No. Tender No.ITRA/IT/JD/DIGITIZATION-II/2021-22/XXX

Open bid through e-tenders portal /Sealed LIMITED Tenders (in Two Bid system) to Govt/PSU organizations are invited by Visakhapatnam Port Trust , Visakhapatnam from reputed contractors fulfilling Minimum Qualifying Criteria as stipulated in this notice for the work of “Digitization of Physical records in Visakhapatnam Port Trust”.

1	Estimate Amount	Rs.61,55,455/- (Sixty one Lakhs Fifty five Thousand Four Hundred and Fifty Five only)
2	Period of Contract	1 year
3	Earnest Money deposit (EMD)	Rs 1,23,100/- .(Rupees One lakh Twenty Three Thousand One Hundred only) made through RTGS/NEFT payment in favour of FA&CAO, Visakhapatnam Port Trust, Visakhapatnam – 530045. Bank Account details given in the document
4	Downloading of Tender from VOCPT mail	XX.XX.2021 to XX.XX.2021 (up to 15:00 Hrs.)
5	Last Date and Time for submission of Tenders through postal	Before 15:00 Hrs. on XX.XX.2021
6	Technical Bid opening date and time	At 15:30 Hrs. on XX.XX.2021
7	Pre-bid meeting	Queries through mail may be sent from XX.XX.2021 to XX.XX.2021.
8	Validity of tender	120 days from the date of opening the technical bid
9	Tender Submission through	The tenders should be sent through E-tenders portal /registered post /speed post addressed to Joint Director(R&P division), Visakhapatnam.Port Trust, Fourth floor, Admin Office Building, Visakhapatnam – 530045.

-Sd-

Financial Adviser & Chief Accounts Officer

SECTION - I

Particulars of the VPT issuing the tender

Invitation of bids for digitization of records

Sl.No.	Description	Details
1.	Tender number	<u>No.ITRA/IT/JD/DIGITIZATION-II/2021-22/XXX</u>
2.	Name of work	“Digitization of Physical Records in Visakhapatnam Port Trust”
3.	Date of issue of tender	XX.XX.2021
4.	Submission of tender	<p>The tender documents must be submitted separately in two sealed envelopes. These two sealed envelopes must be enclosed in a big envelope. On the big envelope , title of the tender along with last date of submission of tender must be indicated. On the envelopes kept inside, Cover-I Technical bid & Cover –II Price Bid must be indicated. The envelopes should be addressed to Joint Director(R&P division), Visakhapatnam.Port Trust, Fourth floor, Admin Office Building, Visakhapatnam – 530045. Or through online tenders portal .The two sealed envelopes should contain-</p> <ol style="list-style-type: none">1. First Sealed envelope - Scanned copy for Proof of RTGS/ NEFT payment account towards Earnest Money Deposit Rs 1,23,100/- .(Rupees One lakh Twenty Three Thousand One Hundred only) in favour of FA&CAO, Visakhapatnam Port Trust, Visakhapatnam – 530045. MSE/MSME/ having Udyog Aadhaar No. vendors are exempted from paying EMD. However, the bidders have to furnish the relevant Registration Certificate. Without payment of EMD, or submitting MSE/MSME/ having Udyog Aadhaar No., the tenders will not be considered for evaluations.Technical Bid as per Annexure-I to be submitted.

		2. Second sealed envelope - Price Bid as per Annexure-II. <i>Note:</i> The tenders should be sent on or before XX.XX.2021 through registered/speed post addressed to address of the Joint Director(R&P) given above.
5.	Contact Details for bid/ queries.	K.Rajendra kumar, Joint Director/R&P, VPT Contact No.9948883272. E-Mail: rnp.kr.k.vpt@gov.in
6.	Pre-bid meeting	Queries through mail may be sent from XX.XX.2021 to XX.XX.2021.
7.	Receipt of tender-time and date	Upto 15:00 hrs on XX.XX.2021
8.	Opening of Technical Bid	15:30 hrs on XX.XX.2021 in Joint Director(R&P) chambers
9.	Estimate Amount	Rs.61,55,455/- (Sixty one Lakhs Fifty five Thousand Four Hundred and Fifty Five only)
10.	Earnest Money	Rs 1,23,100/- .(Rupees One lakh Twenty Three Thousand One Hundred only)
11.	Cost of Tender document	Rs.1000/-(One Thousand Rupees only)
12.	Period of Contract &PaymentTerms	The work has to be completed in six months from the date of commencement of work. The payment will be released on completion of every1,00,000 pages at the rate per page quoted.
13.	Performance Guarantee	10% of the tendered and accepted value of work within fifteen days of receipt of the work order.
14.	Authority for	Joint Director/R&P, VPT

	acceptance of tender	
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SECTION - II

SCOPE OF THE WORK

Port Trust hereinafter mentioned as VPT requires digitalization of the physical records and also to make it available in the soft format. The bidder will ensure that electronic images of paper source documents, where the image is intended to replace the original as the official record, are captured in a way that ensures their reliability, authenticity, and usability over their entire retention period and that allows the images, or copies produced from the images, to be authenticated as true copies of the originals and to be admissible as evidence in legal proceedings. The work will be completed as per the following steps:

1. Data Entry Job:

All the details of documents scanned need to be stored year wise in the soft copy format e.g. Database format like access, Excel etc. so that the data can be extracted/retrieved easily as and when required.

2. Digitization of the pages of files:

The bidder has to create a digitized format of file pages by scanning. The size of the pages of the file may vary. The images should be created with high resolution in 300DPI. The data in the final output should be well readable in PDF Format and also in jpg format. The details of the scanned documents along with name, date, time of scanning etc. needed to be stored.

The Bidder needs to deploy the required experienced manpower, necessary hardware & software etc. to complete the project as per the time schedule i.e. within one year.

Output file format should be supported for readable / retrievable through any EDMS software which may be implemented in future at Visakhapatnam Port Trust.

The Bidder shall be responsible for all the statutory and legal obligations including all cyber security of GOI and other Statutory Authorities issued from time to time and compliances related to the manpower deployed at the site.

The entire process of scanning and digitization of office documents has been divided into following stages:

- A. Setting up of scanning and digitization facility at VPT
- B. Pre-Scanning preparation
- C. Scanning and Digitization
- D. Year wise Indexing of scanned documents
- E. Post Scanning activities
- F. Storage and backup
- G. Extending support in integration with EDMS

A. Setting up of scanning and digitization facility at VISAKHAPATNAM PORT TRUST's office

1. The bidder should provide adequate equipment so as to complete the scanning and digitization within the stipulated time.
2. The bidder shall make arrangements for maintenance of IT infrastructure (Scanners, Desktops, UPS, Network setup, etc.) at his own cost and make sure the work shall continue without any interruption and to be completed within stipulated time.
3. Required space for accommodating the Scanners and electricity to be provided by the Port at free of cost.

B. Pre-scanning preparation

Pre-processing of the documents would be the activities that are to be performed by the bidder on the documents collected before they can be scanned. It shall include

1. Records would be scanned and digitized at the VPT premises and the bidder shall be responsible for collecting them from the concerned office of VPT to

carry out the digitization work. The documents would be received in lots, as agreed mutually between the bidder and VPT. The bidder shall provide sign-off on a number of documents received from the VPT

2. The bidder shall maintain a note of the documents details in a register while collecting the documents. The log register should contain at least the following details:
 - (i) Name of the file/ document collected duly indicating the file number.
 - (ii) Size of the pages in document (A4, legal, A3, etc.) along with the count
 - (iii) Total number of pages in the document / file
 - (iv) Collected from (Official Name & Designation and signature)
 - (v) Date of Collection
 - (vi) Expected date of return
 - (vii) Returned to (Official Name & Designation and signature)
 - (viii) Returned by (bidder representative)
 - (ix) Actual date of return
3. After collection of documents by the bidder, it would be the responsibility of the bidder to maintain and return the documents in their original form to VPT.
4. Any damage to the documents collected shall make the bidder liable for the penalty which is described under penalty clause.
5. The bidder shall check the number of pages in a file in presence of the representative of VPT.
6. The bidder shall be responsible for removal of unwanted dust, removal of tags, pins, threads, rubber bands etc. and will restore them in the same correct order after data entry & scanning.

7. The bidder will carefully unfold and flatten the documents to eliminate creases and wrinkles.
8. The bidder 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) pasting of torn pages, straightening of pages, un-binding of files that cannot be scanned directly. Some documents which are folded at the edges may even require ironing to straighten them. Documents should be prepared such that normal scanner can scan it.
9. The bidder shall take extreme care towards the handling of documents so that their chronology is not disturbed or to maintain the sequence of records in the files. For example, Multi-page documents that must be kept together (e.g., a letter with attachments).
10. Segregating the documents to be scanned into batches. The size and content of a batch shall be determined by VISAKHAPATNAM PORT TRUST(VPT) based on the nature of the documents being scanned and workflow. Procedures for batching must be documented in the unit specific procedures and must include the use of batch sheets (e.g., batch number, scanner operator ID, and date scanned) for subsequent traces and storage.

C. Scanning in Digitization:

1. The size and scanning needs may vary as per the locations. The Bidder shall have adequate infrastructure to scan and digitize documents at least 300 DPI resolution.
2. The scanned documents shall be converted into PDF/JPG formats supported for readable / retrieval through any EDMS software under searchable option.

3. The bidder will be responsible for quality assurance and will go through all documents to see if they are complete and legible. The bidder will undertake Quality Assurance processes for all aspects of processing and post-processing of records including image capture, indexing, storage, and return. The bidder's staff will perform quality control to ensure that each page is fully rendered, properly aligned, and free of aliasing/distortions. Inspection and quality control data shall always be recorded. 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.

4. The bidder shall perform following image enhancement activities:
 - (i) The bidder shall ensure that the quality of scanned images are enhanced to the optimum level
 - (ii) The bidder shall perform skew, de-skew activities on the scanned document to make the image straight
 - (iii) The bidder shall carry outcropping and cleaning of images like the removal of black spots around the text, providing equal margins around the text.
 - (iv) In case the documents are not legible, the bidder shall scan the documents at a higher resolution or in Grayscale. No extra payment shall be made for the same.
 - (v) No document shall be scanned more than once and no blank pages shall be deleted if they are part of the file. The blank page in a file is a page that is entirely blank, or has the only page number or has an only rubber stamp.
 - (vi) Bidder shall Flip/rotate documents to provide maximum readability.
 - (vii) Cropping of images shall be done by the Bidder.
 - (viii) Contrast ratio setting etc. shall be done by the bidder on the documents.
 - (ix) File covers (Front & Rear) may be scanned and would be the pasted as start page & last of the PDF file respectively.

5. The bidder will deploy its own manpower for all the above-mentioned activities. The bidder will deploy adequately skilled manpower resources to complete the job within the specified time.

6. Only Overhead Scanners with CCD technology to be used in Scanning. Flatbed and ADF scanners are not allowed.

D. Indexing of scanned documents

1. After documents/images are scanned and stored in digital form, they would be indexed using manual entry. The bidder will create metadata required for indexing as per the requirement of VPT.
2. The bidder will establish the 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.
3. Once all the documents are verified and pass quality assurance phase, they will be stored on final digital media, complete with year wise indexes. At the end of the process, all paper documents will be returned in their original form to the concerned section/department.
4. The bidder is responsible to do the data entry of the records as per requirement.
5. The bidder will follow the Maker and Checker process to avoid the mistake in data entry work and Scanning work. The mistakes identified by the Checker need to be rectified and final error-free output should be provided to VPT.
6. Each scanned image shall have a unique file name specified by the VPT.

E. Post Scanning:

1. After scanning, the physical documents would be pinned together/ tagged in the same form as it was given for scanning by the concerned section/department of VPT. At the end of the process, all paper documents

will be returned in their original form to the concerned officer.

2. Each page shall be serially arranged and shall be counted while giving the documents back to the concerned officer.
3. The bidder is required to use their own MIS tool to generate monthly reports for tracking the digitization status. These reports would contain basically a summary of records scanned and stored for the submission to Port.

F. Storage and Backup

1. A folder structure has to be followed while storing the digitized data in external hard disk/SERVER as pdf and jpg format.
2. Nomenclature of the digitized file should be in accordance with the VPT's standard and should be discussed with the VPT.
3. Copies of the scanned data (and metadata) shall be provided in external hard disk and Pen drive in duplicate by the Bidder and kept copy in server. The Bidder will create a Master copy for the VPT and will provide the replica of Master copy as per the requirement of the VPT.
4. The Bidder shall use Overhead Scanning technology for Scanning & digitization and archive so that in future, any service provider can access the archival database.
5. The Bidder shall train the respective users on retrieving the records after file conversion.
6. All data must be preserved in a form identical to, or functionally equal to, the original record.

G. Payment Terms

1. Payment will be released after stage wise completion of the work i.e. completion of scanning and storing work for every 1,00,000 pages at the rate quoted per page.

2. Applicable tax imposed by the Government will be recovered from your bill.
3. Payment will be made as per the actual scanned pages. Payment will be released on satisfactory completion of 1,00,000 (Minimum) pages and document proof for completion for the quantity of pages duly certified by the concerned department (Physical pages contained department)

3. STATUTORY COMPLIANCE & CONTRACTUAL OBLIGATIONS:

Statutory compliance and contractual obligations to be complied with by the contractor:

The manpower deployed by the Service provider shall work within the premises of the Port. The services are subject to various statutory provisions included but not limited to Labour, Taxation, Workmen Safety, Child and Women Labour, Private Security Agencies, Environmental Protection, etc. In case of any violations or non-adherence to the same, for reasons whatsoever, Liquidated Damages as per Section IV Para No.14 of this section will be deducted from the Performance Security/ Security deposit of the bidder. If such non-compliance is continued by the successful Bidder for a period of consecutive three months even after imposing of the liquidated damages for reasons whatsoever, the contract agreement will be terminated.

i) Income tax

Income tax will be deducted at the rates as applicable from time to time. It is open to the contractor to make an application to the concerned Income Tax Authorities to obtain a certificate from them authorising the department to deduct income tax at such lower rate or deduct no tax as may be appropriate to his case. Such certificate will be valid for the period specified therein unless it is cancelled by the Income Tax authorities earlier.

ii) Goods Services Taxes

The GST shall be paid by the Port at the rates applicable from time to time on

submission of bills / invoices as prescribed under GST rules mentioning the full details regarding the Name, Address, GST Registration Number of the bidder along with the description, classification and value of taxable services and GST payable thereon. The GST shall be reimbursed by the Port to the Contractor on his making available the GST claimed by him in GSTR against the Port GST number. GST, if any applicable shall be paid to service provider only on submission of necessary proof of payment or after reflection in the GSTR2A as eligible ITC.

iii) Compliance with the EPF / ESI Act

- a) The Contractor should adhere to the Employees State Insurance Act 1948 (34 of 1948) and Employees Provident Fund Act, 1952 and the rules/orders framed there under from time to time.
- b) The Contractor should have the EPF / ESI code / certificates and shall submit the proof in order to confirm the payments made by them. The Port's contribution shall be reimbursed only after the submission of documentary proof of payment made towards EPF/ESI within seven days in a month as per the relevant Act on account of this contract.
- c) In the 1st month of claim for reimbursement of ESI/ EPF, the Contractor shall enclose the copy of the ESI and EPF card of the entire manpower including the substituted manpower deployed by the Contractor, only upon which the claim of the Contractor will be considered.
- d) If the proof of remittance of EPF / ESI is not submitted to the Port in the subsequent month, the amount due to be remitted shall be withheld by the Port from the Contractor's bill. If the proof is not submitted in the subsequent month(s) then action will be taken to terminate the contract.
- e) Any interest or penalties payable to EPF / ESI Authorities due to the default of the Contractor, the same shall be adjusted against any dues payable to the Contractor or from Performance Security / Security deposit.

iv) Workmen safety and Insurance

The Contractor shall alone be fully responsible for safety and security and insurance or life insurance of their personnel who are working on the operation and maintenance works. The Contractor shall wherever applicable

- a) take out and maintain, at their own cost but on terms and conditions approved by the Port, insurance against the risks and for the coverage and at the Port's request, shall provide evidence to the Port showing that such insurance has been taken out and maintained and that the current premiums have been paid.
- b) ensure sufficient protection gears like safety shoes, hand gloves etc. by their workers while carrying out works.

The Port shall not be liable for any compensation in case of any fatal injury/death caused to or by any manpower while performing/discharging their duties/for inspection or otherwise.

Note:

- a) The Contractor's attention is drawn to the provisions of the ESI Act under which insurance is available to all subscribers
- b) Accident, life, medical insurance is also available through PM Suraksha Bima Yojana, PM Ayushman bharathyojana, etc.

v) Other statutory provisions

- a) The Contractor shall comply with the rules of Central Excise Department, as applicable.
- b) Compliance of all statutory requirements under the various Acts / Govt. Regulations in respect of the manpower deployed will be the sole responsibility of the Contractor. This shall include all statutory payments as applicable from time to time. However, reimbursement of applicable statutory payments or any such other statutory requirements to the Contractor shall be made subject to entering into a supplementary

agreement with the Port based on mutual consent and furnishing of proof of documentary evidence of such payments to the concerned authorities for the provided manpower before submitting bills.

c) The Contractor is the direct employer of the manpower deployed by him at the Port under all labour legislation including Industrial Disputes Act, 1947, etc.

d) The Contractor shall comply with all the statutory regulations that are in force and that may become applicable in future from time to time and all other matters touching this Contract agreement arising out there from.

vi) The Contractor shall be responsible for any claim/benefit/compensation under the provisions of Industrial Disputes Act, 1947 in respect of the manpower deployed by the Contractor at Port. Undertaking from the each individual deployed with recent photo shall be provided to this effect, to be submitted by the Contractor to the Port while providing the manpower for the purpose of the Contract. The Contractor shall be directly responsible for supervision and control of the manpower deployed at Port.

vii) The Contractor shall be liable for all kinds of dues payable in respect of the manpower deployed under the contract and the Port shall not be liable for any dues for availing the services of the manpower deployed by the Contractor.

viii) All the conditions applicable under safety code, rules for the protection of health and provision of sanitary arrangements for the manpower deployed by the Contractor and related Labour regulations shall apply to this Contract also.

4.a) SKILLED MANPOWER TO BE DEPLOYED:

- The manpower provided by the contractor should be in the skilled category and able to do the works effectively.
- The contract manpower / employees shall display their identity card while entering inside the Port area.

- The contractor shall furnish the personal particulars of their manpower / employees. Also the contractors shall given an undertaking for the good conduct of their manpower / employees inside port area.

b)CONTRACT LABOUR ACT:

The contractor shall comply with all necessary regulations of the Contract Labour Regulation and Abolition) Act 1970 & 1971.

SECTION – III
INSTRUCTION TO TENDERERS

1. A. GENERAL:

On behalf of the Board of Trustees of the Visakhapatnam Port Trust, Joint Director(R&P Division), Visakhapatnam Port Trust invites limited tenders from Govt/PSU organizations with proven ability for “Digitization of Physical Records in Visakhapatnam Port Trust, Visakhapatnam”. Visakhapatnam Port Trust intends to carry out digitization of records which may be in the form of inscripts, printed etc. as per the scope of work. Bids in sealed envelopes are invited for Digitization of physical records from the parties who have the required experience & capabilities of taking up such assignment i.e. digital conversion of existing records. The sealed bids (both commercial and technical) should be submitted/reach within the due date and time. The responsibility to ensure this lies with the Bidder.

1. The Bidder shall perform the services and carry out its obligations under the Work with due diligence and efficiency in accordance with generally accepted techniques and practice used in the industry and with professional engineering and training/consulting standards recognized by national/international professional bodies and shall observe sound management, technical and engineering practices. It shall employ appropriate advanced technology and safe and effective equipment, machinery, material, and methods. The Bidder shall always act in respect of any matter relating to this work, and shall, at all times, support and safeguard VPT’s legitimate interests in any dealings with Third parties.
2. VPT reserves the right to access the performance of the Bidder prior to commencement or in between the work progress. The assessment may involve all areas related to the assigned work order, especially methodology, manpower, infrastructure etc. VPT reserves the right to cancel the work order assigned to the bidder at any time without assigning any reason for the same. In case, the work order is cancelled, then the costs incurred will be borne by the bidder and under no circumstances, the bidder shall be eligible for any payment or damages from the VPT.

3. The bidder shall not, without VPT's prior written consent, disclose the Work, or any provision thereof, or any specification, plan, pattern, sample of information furnished by or on behalf of VPT in connection therewith, to any person other than a person employed by the bidder in the performance of the Work. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
4. The bidder or his employees will not disclose the content of documents given for digitization, to any person and allow its unauthorized use. The bidder should not also disclose the above to any of its existing or future clients.
5. In case, VPT desires to extend the work beyond the estimated pages, the bidder should agree to do the work as per their offered rate. Vice versa, for the pages reduced, the payment will be released as per the actuals as per terms and conditions of the contract.

B. DEFINITIONS AND INTERPRETATIONS:

In the contract, as hereinafter defined the following words and expressions shall have the meaning hereby assigned to them, except where the context otherwise requires.

1. "Board" : The Board means the Board of Trustees of the Visakhapatnam Port, Visakhapatnam which is an autonomous body under the Major Port Trusts Act 38 of 1963 represented by the Chairman, and as amended from time to time, hereinafter referred as "Board".
2. "Contract" means the documents forming the tender and acceptance thereof and the formal agreement executed between the VPT and Contract together with the documents referred to therein including the General Conditions, Special conditions of contract, Specifications designs drawings. Priced Bill of Quantities and instructions issued from time to time by the Officer-in-charge and all these documents taken together shall be deemed to form one contract and shall be complementary to one another.
3. "bidder" means the person or persons or firm or company or any other legal entity registered under the Companies Act, Societies Registration Act etc, participating in the e-tendering process with VPT.
4. "Contract Price" means the sum quoted in the tender subject to such additions thereto or deductions there from as may be made under the provisions here in after contained.

5. “Site” means lands and the other places on / under / into / in / or through which the “work” is to be executed or carried out and any other lands or places provided by the Board of the purpose of the contract.
6. “Work” or “Works” means the work by virtue of the contract to be executed in accordance with the contract under the relevant schedule whether temporary or permanent and whether original, altered, substituted or additional.
7. “Schedules” referred to in these conditions shall mean the relevant schedule(s) annexed to the tender papers issued by Employer.

C.PROCEDURE FOR SUBMISSION OF TENDER

- 1 The tender documents must be submitted separately in two cover system in sealed envelopes. These sealed two envelopes must be covered in a big envelope. On the big envelope the title of the tender along with date of submission of tender must be indicated. The envelope should be addressed to Joint Director(R&P), Visakhapatnam Port Trust, Fourth floor, Admin Office Building, Visakhapatnam – 530045.
 - I. First Sealed envelope-Scanned copy for Proof of RTGS/ NEFT payment account towards Earnest Money Deposit Rs. 1,23,100/-. (Rupees One Lakh twenty Three Thousand One Hundred only) in favour of FA&CAO, Visakhapatnam Port Trust, Visakhapatnam Port Trust. MSE/MSME/ having Udyog Aadhaar No. vendors are exempted from paying EMD. Without payment of EMD, or submitting MSE/MSME/ having Udyog Aadhaar No., the tenders will not be considered for evaluations.

The duly signed & stamped Technical Bid (all pages) in the form A & form B (Annexure - I), which should be based on scope of work

along with completely filled in following documents should be submitted.

- i. Technical form A of (Annexure - I) – information about the firm.
- ii. Technical form B of (Annexure – I) – Technical competence parameter & Information.

Second sealed envelope- Financial Bid/ Price Bid as per Annexure-II. The Price Bid should be based on scope of work. The bidder should quote the price along with breakup like Basic Price, GST etc.

2. MANNER OF DEPOSITING THE BID:

Sealed bid can be sent either by registered post/speed post at the address given so as to reach within the due date and time. Late tenders will not be considered. The Port will not be responsible for the loss of tender documents. No responsibility will be taken for postal delay or non-delivery/ non-receipt of bid documents. Bids sent by FAX or e-mail will not be entertained. On the big envelope of the envelopes, title of the tender must be indicated along with last date of submission of the tender.

3. EARNEST MONEY DEPOSIT

In order to be considered for the bid, the Bidder shall make payment of EMD of **Rs 1,23,100/-**.(Rupees One lakh Twenty Three Thousand One Hundred only) through RTGS/NEFT to the account whose details are provided under Tender as below.

A	Name and address of the bank	State Bank of India, PortBranch, Visakhapatnam-530045.
B	Name of the branch	Port Branch
C	IFSC code	SBIN0001740
D	Account Number	30387186900
E	Type of Account	Savings Account
F	Beneficiary's Name	FA & CAO, Visakapatnam Port Trust, Visakhapatnam

- ix) While submitting their bid, the bidder shall upload the scanned Unique Transaction Reference (UTR) number details or any other electronic transaction details in the Annexure VI towards the successful remittance of the Earnest Money Deposit (EMD). The Earnest Money Deposit (EMD) remitted in any other form will not be considered and such tenders will be summarily rejected.

- x) The Earnest Money Deposit (EMD) furnished by all unsuccessful bidders will be returned through an e-payment system, after the expiry of the final tender validity period but not later than 30 (thirty) days after award of Contract or signing of the Contract Agreement, whichever is earlier. The Earnest Money Deposit (EMD) of the successful bidder shall be adjusted against Security Deposit
- xi) The EMD will be forfeited, if the bidder withdraws or modifies an offer within the validity period of the bid, after the deadline for submission of such documents.
- xii) If the successful bidder fails to remit the Performance Security after the issue of letter of intent within the specified or extended time, the EMD shall be forfeited and the bidder shall be debarred/ black listed for a period of three years.
- xiii) No interest shall accrue or is payable on the EMD from the date of its remittance till it is returned to the bidders.
- xiv) Any bidder who is claiming exemption from payment of EMD based on any Central/State Government certification, the same shall be considered for such exemption provided that the firm uploads the said valid certificate copy (MSE/MSME/ having Udyog Aadhaar No) at the time of submission of their bid documents along with the details duly filled in Annexure VII, for the relevant services for which he is bidding.

The EMD paid by the tenderer will be forfeited if the tenderer

- withdraws the tender after acceptance or before commencement of work;
- revises any of the terms after submission of the tender;
- violates any of the provisions after acceptance of the tender specifications;
- If the bidder amends or impairs or derogates from the tender in any respect within the validity period of their tender.
- Whenever there is a delay without proper reason in commencement of work
- Furnish false information/ suppress any relevant information.

4. OPENING PROCEDURE:

Time and date for opening of bids: Date XX.XX.2021 – 15:00 hrs

If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the VPT

Place of opening bids: In Joint Director(R&P division) chambers of VPT

The bidders may depute their representatives, duly authorized in writing to attend the opening of Bids on the due date and time at their own cost. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of the representatives.

Opening of Tender Document:

- i. The envelopes containing the Technical Bid and EMD will be opened on the day of opening of the tender before the Committee of VPT.
- ii. Envelopes of the Financial Bid will be opened only of those firms whose offers in the Technical bid fulfill the requirements specified. Financial Bid will be opened in the presence of the technically qualified bidders or their representatives at a date & time which to be notified later. This event will not be postponed due to non-presence of representatives.
- iii. Technical Bids of those agencies/parties, which are not according to the tender requirements, the un opened Financial Bid (envelope) together with EMD will be refunded in due course of time.

5. OTHER PROCEDURES FOR BIDS:

i) Forwarding of bids

Bids should be forwarded by the bidders under their original letter head interalia furnishing details like TIN number, GST number, Bank address etc. and complete postal & e-mail address of their office.

ii) Clarification regarding contents of the bids :

- a) Regarding tender document, the bidder shall submit any question / seek clarification in writing, e-mail to reach the office latest by 11.00 hours on XX.XX.2021 Any modification in the bidding documents which may become necessary shall be made available by Joint Director(R&P Division), VPT exclusively through the issue of an addendum sent to the bidders through email.
- b) During evaluation and comparison of bids, VPT may at its discretion ask any bidders for clarification of his bid. The request for clarification will be given in writing/e-mail.

iii) Rejection of bids:

Canvassing by the bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

iv) Validity of bids:

The bids should remain valid for 120 days from the last date of submission of bids.

6. CORRECTION/ VARIATIONS ETC.

- All corrections and alterations in the entries of the tender documents shall be attested with full signature of the tenderer with date. No erasures or over-writings are permissible.
- The tenderers should not send any revised or amended offers after the opening of the tender. No such document will be entertained.
- The prices and amounts entered in the schedule of price shall represent the tenderers offer for the work generally in accordance with work specifications and purpose given in this tender.

7. ACCEPTANCE OF TENDER AND DECLARATION ON LITIGATION AND BLACKLISTING:

Bidder should submit the details in the attached format given as Annexure VIII

8. RIGHT OF THE BOARD TO ACCEPT OR REJECT THE TENDER:

The Board or port or any other authorized officer does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever. Tenders in which any of the particulars and prescribed information are inadequate or incomplete in any respect or, the prescribed conditions which not fulfilled are liable to be rejected. Canvassing in any form by the tenderers will result in their tender being rejected.

9. TRANSFER OF TENDER DOCUMENTS:

Transfer of tender documents to another is not permissible.

10. OPENING AND ACCEPTANCE OF TENDER:

The tenders submitted will be opened at 15.00 hrs, on XX.XX.2021 in the presence of those tenderers who will be present during tender opening. Tenders submitted by tenderers shall remain valid for acceptance for a period of 120 days from the date of opening of the tenders. The tenderer will not be allowed during the declared period of validity to revoke or cancel his tender or to vary any term thereof, without the consent in writing of the Joint Director(R&P Division). Further the Bidder undertakes, if his tender is accepted, has to enter into and execute when called upon to do so, a Contract Agreement as provided in Annexure X with such modifications as agreed upon. Until the formal Contract Agreement is prepared and executed, this tender document together with the written acceptance shall form a binding agreement between the Port and the Contractor.

11.ADDENDA / CORRIGENDA:

Addenda/Corrigenda to the tender documents will be issued by the Joint Director(R&P Division) prior to the date of opening of the tenders, to clarify or reflect modifications in the contract terms and conditions. Such addendum/corrigendum will be distributed to each firm. The Addendum/Corrigendum issued by Port is part of tender Document and should signed and submit along with Technical Bid.

12. PRE-BID MEETING:

As specified in NIT, Interested bidders can send their queries to the designated e-mail id from XX.XX.2021 to XX.XX.2021. Any queries received after the due date shall not be considered and no reply to such queries will be given.

13.VALIDITY:

Tenders submitted by tenderers shall remain valid for acceptance for a period of 120 days from the date of opening of the tenders. The tenderers will not be allowed during the declared period of validity, to revoke or cancel his tender or to vary any terms thereof. In such case the EMD would be forfeited.

SECTION – IV

DETAILS OF TECHNICAL BIDS & PRICE BIDS / ELIGIBILITY CRITERIA

Tenders are invited from only those firms which comply the following conditions.

I. DETERMINATION OF RESPONSIVENESS

1. Scanned copy for Proof of RTGS/ NEFT payment account towards Earnest Money Deposit **Rs 1,23,100/-**.(Rupees One lakh Twenty Three Thousand One Hundred only) to be submitted. Tenders without proof of payment of EMD will be summarily rejected. MSE/ MSME/ having Udyog Aadhaar No. vendors are exempted from paying EMD and they shall submit the proof of MSE/ MSME certification for the respective services.
2. Tender acceptance and declaration on Litigations and Blacklisting to be submitted in the form attached as Annexure VIII.

II. TECHNICAL BID EVALUATION:

Evaluation Criteria - The broad guidelines for evaluation of Bids will be as follows:

- A. The tender which does not satisfy the responsiveness as mentioned above shall summarily be rejected and shall not be considered for further evaluation. The bidder must have experience on scanning of archival documents. Supporting documents must be attached else the firm will be disqualified at the Technical bid stage itself and the financial bid will not be opened. Only those bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the technical bids given under Section IV (c). The Technical Bids of the Tenderers will be evaluated based on the whole work. The entire work may be entrusted to a single Tenderer
- B. Lowest Bid will be decided based upon the lowest price quoted by the particular Bidder amongst the pre-qualified bidders as per the Pricebid Format

given in Annexure– IX.It is once again reiterated that price bids of those prequalified tenderers alone will be opened on a subsequent date notified by VPT.

- (i) If there is a discrepancy between the unit price and the total price, then the amount is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for consideration.
- (ii) The Lowest acceptable bid will be considered further for placement of work order after complete clarification and price negotiations if desired by the VPT.

C. Eligibility Criteria for work experience:

- a) Minimum period of experience in executing works. (Details shall be furnished in Specimen form for experience) (Estimate Value – Rs.61,55,455/-) :
- During the last 7 years as on 31.05.2021 the tendered should have successfully completed the similar works with the values as detailed below
 - i) At least three similar completed works of each work of 40% Estimate value i.e. Rs.24,62,182/- Lakhs
 - (OR)
 - ii) two similar works of each work of 50% the Estimate value i.e. Rs.30,77,727/- Lakhs
 - (OR)
 - iii) one similar work of 80% of the Estimate value i.e. Rs.49,24,364/-

Similar work means: Experience of digitization of archival document/ records.

The bidder must have experience on scanning of archival documents.

b) The Average Annual Turnover : Rs.18.46 Lakhs
30% of the Estimated value of
Rs. 61,55,455/- during the last
three years(2017-18, 2018-19&
2019-20)

Details shall be furnished in Form IV)

III. Price Bids:

The Schedule of Prices to be indicated in the respective columns given in the tender document. (Annexure IX)

Evaluation:

- i. To shortlist the eligible tenderers technical documents will be opened on the scheduled date and time i.e on XX.XX.2021 at 15:00 Hrs.- in the presence of such tenderers who wish to be present at the time of opening.
- ii. After opening the technical documents and getting the required technical/commercial clarifications based on the information given, VPT will prequalify the eligible tenderers.
- iii. The tenderers will be prequalified based on the submitted documents contained in Technical bids. Price bids submitted by the prequalified tenderers alone will be opened on a subsequent date, which will be intimated to the pre-qualified tenderers through mail. The decision of the VPT in pre-qualifying the eligible tenders will be final.
- iv. The terms of tender schedule, conditions of contract, etc. shall not be defaced or detached from the documents.
- v. The VPT shall have no liability to the tenderer in respect of any expenses

incurred by him, direct or indirect, in preparing tender.

- vi. The bidder should attach self-attached copies of the documents as specified in form-C read with section IV(C), will be evaluated basing on the performance certificate/ work completion certificate of similar nature of work and value of the work fulfilling the eligibility criteria TDS certificate has to be enclosed in case the work pertain to an organisation other than Govt/PSU's.

SECTION V – INSTRUCTION TO SUCCESSFUL BIDDER

1. LETTER OF INTENT

The letter of intent will be issued to the successful bidder through e-mail/post after evaluation and obtaining approval of the competent authority for fulfilment of the formalities. The successful bidder has to fulfil the same within 15 days from the date of issue of letter of intent or within the extended date as the case may be.

2. WORK ORDER

After fulfilment of the conditions specified in the Letter of Intent, the Port shall issue Work Order to the successful bidder.

3. SIGNING THE CONTRACT AGREEMENT :

- i) The successful bidder shall be required to execute a Contract agreement at his own cost in the pro-forma prescribed by the Port as per the Contract Agreement Form provided in Annexure X of the bid document on Andhra Pradesh State Government stamp paper of the value of Rs.100/- within 15 days of the issue of work order.
- ii) Non-fulfilment of this condition of executing a Contract agreement by the successful bidder would constitute sufficient ground for annulment of the award and forfeiture of Earnest Money Deposit. The Port reserves the right to take action as deemed fit against such default bidder.

4. DEBARMENT

A bidder shall be debarred if he has been convicted of an offence

- a) under the Prevention of Corruption Act, 1988; or
- b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part

of execution of a public procurement contract.

If a bidder is found to be debarred shall not be eligible to participate in any of the tender process of the Port for a period not exceeding three years commencing from the date of debarment.

SECTION – VI
GENERAL TERMS AND CONDITIONS

1. (a) PERFORMANCE SECURITY:

- i) The successful bidder shall deposit an amount equal to **5%** of the accepted tender value as Performance Security in the form of irrevocable Bank Guarantee obtained from a Nationalised Bank or a Scheduled Bank having net-worth of above **Rs.100 crores** having its branch at Visakhapatnam and encashable at Visakhapatnam in the form as per specimen in the **Annexure XI** of the Bid document shall be in compliance with for a digital confirmation for the Bank Guarantee and the same shall be sent along with a letter from the Bank directly to the Port within 15 days from the date of issue of letter of intent with a claim period of 90 days.
- ii) The successful bidder may also deposit the Performance Security amount through E-payment in lieu of Bank Guarantee to the account details mentioned at the Para No.1 of this Section V under “Earnest Money Deposit. However, the Port may relax the above time limit of 15 days and may extend for further period of 6 (six) days in extraordinary circumstances based on the reasons furnished by the bidder. If the Performance Security is not deposited within the stipulated period as prescribed, the Work Order stands cancelled automatically and the Earnest Money Deposit will be forfeited.
- iii) In case the Port is obliged to make any recoveries on any account from the Performance Security Deposit of the Contractor either in part or full, shall be encashed by the Port and the Contractor shall be obliged to make good the Performance Security Deposit amount within a period of 10 (ten) days after the receipt of information in this regard, failing which the Contractor shall have to pay an interest of SBI base rate MCLR+ 2% per annum for the period of delay in making good the Performance Security Deposit.

iv) The Performance Security should remain valid for a period of 90 (ninety) days beyond the date of completion of all contractual obligations of the Contractor including statutory obligations and will be refunded/discharged thereafter without any interest after adjusting any dues to the Port.

(b) Security Deposit:

Security Deposit at 10% will be deducted from each running bill, after adjusting the amount already deposited by the contractor as EMD, subject to a maximum accumulation of 5% of the total contract price. The Security Deposit will be refunded without any interest after adjusting any dues payable to VPT, on satisfactory completion of the contract period as per tender or extended period thereafter as mutually agreed.

2. TIME SCHEDULE:

Time allowed for the commencement of the work “Digitization of Physical records in Visakhapatnam Port Trust“ is within 15 days from the date of work order or within the date extended by the Joint Director(R&P division) and the contract shall be for a period of one year.

3. SUBCONTRACTING WORKS:

The tenderer shall not subcontract the whole or part of the works except with the prior permission of the Port Trust.

4. WITNESS:

Witness shall be persons of status and property and their names, occupations and addresses shall be furnished below their signatures.

5. APPLICABLE LAW AND JURISDICTION:

The contract shall be governed by and constructed according to the laws in force in India. The Contractor shall hereby submit to the jurisdiction of the courts situated at Visakhapatnam for the purpose of actions and proceedings arising out of this contract and the courts at Visakhapatnam shall have the sole jurisdiction to hear and decide such actions and proceedings.

6. INSTRUCTIONS TO TENDERERS TO FORM PART OF THE CONTRACT:

All these instructions conditions, special conditions, if any, work specifications contained in the tender document and any correspondence related to this Contract shall form part of the agreement.

7. EXTENSION OF TIME: -

- i) The execution of the work during the extended period also, shall be only under the conditions and at the rates specified in the contract.
- ii) No claim shall be made by the contractor on the grounds of executing the work beyond the completion period stipulated in the contract.

8. EXTENSION OF CONTRACT:

The contract may be extended with the same terms and condition of agreement if required , for the further period subject to the discretion and options of the Port, based on the performance of the contractor.

9. PENALTY:

Details of penalty are furnished below.

Sl.No	Service	Penalty in case of default
1	For every image improperly scanned (to be decided by the nodal officer)	75% of the per image cost
2	For any file if there is more than 10% of error and damage if any identified by the Nodal Officer	100% of the cost of the file
3	Start of work later than 4 weeks from date of issuance of work order	2% of order value per week of delay
4	Delay in completion	1% of order value per week of delay

Note:- In above table image refers to a given side of a paper / page.

- It shall be the responsibility of the successful bidder to rescan, index and upload all such improperly scanned images. He shall not be paid any amount for rescanning of documents.
- There shall again be a comparison of such images by the authority concerned and nonconformance found would be levied to penalty as mentioned above and the rescanning would have to be done free of cost by the successful bidder.

10.LANGUAGE:

The Bid prepared by the Bidder and all correspondences and documents relating to the Bid exchanged by the Bidder and Visakhapatnam Port Trust shall be written in English language only.

11.TERMINATION OF CONTRACT:

- (a) Visakhapatnam Port shall have the right to terminate the contract due to any administrative reasons by giving 30 days notice in writing. In such cases, the Performance Security/Security Deposit will be refunded.
- (b) In the event of continued unsatisfactory performance or non-compliance with any of the provisions of this contract, this Port reserves the right to cancel the contract and forfeit the Performance Security/Security Deposit without giving any notice.
- (c) For the damage of the document caused by the bidder or if the matter of leakage of any data from the bidder will come to our knowledge, the decision of Joint Director(R&P Division) in calculating the penalty charges on prorata basis is final.

12.INDEMNITY:

The tenderer shall fully indemnify the Board and users of the materials supplied, against the action claim or demand, costs and expenses, arising from or incurred by

reasons of any infringement or alleged infringement of any letters Patent, Registered Design, Trademark or name, Copyright or any other protected rights in respect of any materials supplied or any arrangements, system or methods of using, fixing or working used by the tenderer. The Contractor should indemnify the Trust against any liability for compensation due to injury to his own workmen or to other persons inside Port area while executing the work and for any damage to the property.

13. TAXES AND LEVIES:

The Permanent Account Number (PAN) allotted by Income Tax Department for the tenderer should be furnished invariably alongwith the tender enabling the Port to issue Form 16.A for the Income Tax, payable on the contract amount at the appropriate rates levied from time to time in accordance with the provisions of the IT Act 1961, and recovered from the bills of the successful tenderer. Copy of the income tax return filed for the last three years should be enclosed.

GST will be paid by the Port at the rate applicable from time to time on the contract value. The GSTRegistration No. of the tenderer shall be furnished invariably in the tender and in Bills /Invoices on award of contract.

No claim for enhanced payment due to increase in statutory levies etc., coming into effect after the last date and time of submission of tender.

Income Tax and Surcharge on IT as applicable will be deducted at source form the payment released as per rules. GST is payable by the Port to the tenderer as applicable.

14. LIQUIDATED DAMAGES:

If the tenderer fails to comply with any of the **Statutory and Contractual Obligations** provided in Section II and other applicable acts, rules and regulations in relation to the tender, the Board shall deduct a sum equivalent to 1% of the value of the contract price per week or part thereof of the total value of the contract subject to a maximum of 10% of the total value of contract as liquidated damage and not by way of penalty which may also be deducted from monthly/quarterly/half yearly/yearly payment of the tenderer or at the time of releasing SD. In case port is compelled to comply with the said failure of the contractor, the cost so incurred by port shall be deducted from the security deposit and / or Performance Security or any amount due or become due to be payable to the contractor in addition to the said recovery of LD.

15. EXECUTION OF WORK:

The entire work will be executed at the locations of VPT. The bidder will not be allowed to execute the work other than the location of VPT.

16. DISPUTE RESOLUTION:

- i) Except as otherwise provided elsewhere in the Contract, if any dispute, difference, question or disagreement or matter whatsoever, arises, before/after completion or abandonment of work or during extended period, between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, the same shall be referred to the concerned Head of the Department, Visakhapatnam Port Trust, Visakhapatnam.
- ii) In case, the dispute is not resolved, the same shall be referred to the committee headed by Deputy Chairman and other members to be nominated by Chairman, VPT.

- iii) If the dispute remains unresolved, the same shall be referred to the Chairman, VPT whose decision, in this regard, is final and binding on both the parties to the contract.

17. DAMAGE TO PORT PROPERTY

The Contractor shall be responsible for making good to the satisfaction of the Port, any loss or damage to any structures, properties or documents forwarded for scanning within the Port premises. If such loss or damage is due to fault and/or the negligence or wilful acts or omission of the Contractor, his employees, agents, representatives and/or manpower deployed by the Contractor, the contractor shall make good the loss as assessed by the Port.

18. CONFIDENTIALITY:

(i) During the course of this contract, the Port Trust will share information such as, including but not limited to data, code, drawings, sketches, blue prints, employee details, business strategy, sales volume and customer information, etc., either in writing or in oral, which has to be reduced in writing within 7 working days after receipt of the information. The contractor shall take utmost care and keep the information shared by the Port Trust confidential unless otherwise required to be shared in response to any subpoena issued by any court.

(ii) The contractor shall not damage the documents containing the confidential information shared by the Port Trust and the same shall be returned to the Port Trust upon termination or end of this contract unless otherwise specifically directed by the Port Trust to destroy the information shared by it. The destruction shall be carried out after confirming the list of information shared with the Port Trust and in the manner instructed by the Port Trust at that time.

(iii) In case of any loss, damage, compensation, third bidder claims and other risks sustained or to be sustained by the Port Trust due to the failure of the contractor to adhere to the terms and conditions specified here in above. The contractor shall pay the

damages to the extent of any loss, damage, compensation, third bidder claims and other risks sustained or to be sustained by the Port Trust.

(or)

(iii) The contractor shall keep the Port Trust indemnified from any loss, damage, compensation, third bidder claims and other risks sustained or to be sustained by the Port Trust due to the failure of the contractor to adhere to the terms and conditions specified hereinabove. However, the contractor's liability shall not be exceeded to the total amount of consideration paid or to be payable towards his service under this contract.

19. PAYMENT TERMS:

The charges at the accepted rates may be claimed by the contractor after the successful completion of every 1,00,000 pages. Certification document proof for completion of the quantity of pages from the concerned department to be submitted for payment. Bills in triplicate for payment should be submitted by the contractor to the Joint Director(R&P) division, Visakhapatnam Port Trust along with Advance Stamped Receipt. Payment would be made within fifteen days after submitting the bill in triplicate after completion of 1,00,000 pages. The Performance Security will remain in force throughout the period of work and will be refunded thereafter.

Notice: Any notice to the contractor shall be deemed to be sufficiently served to the contractor directly or to any person as declared in Form D, if given or left in writing to the address or sent through e-mail Id given in response to the bid document. Responsibility to notifying change in address and /or email-id, entirely lies with the contractor

SECTION – VII
SPECIAL TERMS AND CONDITIONS

1. The total contract will be for a period of one year and charges will be paid after completion of scanning and storing for every 1,00,000 pages subject to the satisfactory completion of service.
2. If the service levels stipulated in the contract are not met, it is liable to be terminated at any time.
3. The Maintenance Contractor should make their own arrangements for transporting scanning units including manpower requirement for the scanning work.
4. Each service personnel of the tenderer should be provided with photo identity card of the company and the company should recommend them for the grant of Port Entry Permit after verifying their antecedents. The service personnels of the tenderer should adhere to the safety and security norms of the port while carrying out their jobs in the port premises.
5. If there is any deficiency, cost of such deficiency will be recovered from the Security Deposit. If it is over and above, it can be adjusted with Performance Bank Guarantee amount.
6. The Port shall have the right to add/delete the number of pages at any time during the contract and the contractor shall scan such additional pages at the same rates and terms.
7. The Contractor shall strictly comply with third bidder insurance against accident to

workmen as stipulated in the tender. The name of the labourers engaged shall be furnished to Engineer in charge along with the copy of insurance policy for all the labourers employed.

Section – VIII – Letter of Application

Registered Business Name:

Registered Business Address:

To

The Joint Director

R&P Division,
Visakhapatnam Port Trust
Visakhapatnam-530045.

Sir,

1. We hereby apply to be qualified with the Visakhapatnam Port Trust as a bidder for “Digitization of Physical Records in Visakhapatnam Port Trust, Visakhapatnam”.
2. We authorize Visakhapatnam Port Trust or its authorized representatives to conduct any investigations to verify the statements, documents and information submitted and to clarify the financial and technical aspects of this application. For this purpose, we hereby authorize (any public official, engineer, bank depository, manufacturer, distributor etc.) or any other person or firm to furnish pertinent information deemed necessary and requested by Visakhapatnam Port Trust to verify statements and information provided in this application or regarding our competence and standing.
3. The names and positions of persons who may be contacted for further information if

required, are as follows:

- (i) Support service -
- (ii) Financial position -

4. We declare that the statements made and the information provided in the filled in application are complete, true and correct in every detail.

5. We understand that Visakhapatnam Port Trust reserves the right to reject any application without assigning any reasons.

Yours faithfully,

(Authorised representative of applicant)

Date:

ANNEXURE – I

VISAKHAPATNAM PORT TRUST

FORM 'A'

Tender Number – FIN-OFFCS-MIS-DIGIT-V1-19

TENDERER INFORMATION

(To be inserted in First Envelope of Technical bid then sealed)

S.No.	Particulars	Relevant information from firm/company		
1	Name of the firm/ company			
2	Postal Address of the firm/company			
3	Telephone Nos., Mobile Nos & FAX Number			
4	Email address			
5	Name of contact person, designation with mobile No.			
6	Year of establishment			
7	Type of Firm	Public Limited	Private Limited	Proprietary
8	Firm's TIN No./GST			
9	Firm's PAN No.			
10	Court cases against you or your firm/ company (if any)			

11	If yes, brief account of these cases and their status.(Enclose extra sheets)
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.....

(Authorized Signatory)

Name

.....

Seal of organization

ANNEXURE – I

VISAKHKAPATNAM PORT TRUSTFORM ‘B’

Tender Number – FIN-OFFCS-MIS-DIGIT-V1-19

Technical competence Parameters & Information.

(To be inserted in first Envelope & then sealed)

S.No.	Particulars	Confirmation (in Yes/ No)	Remarks
1	The firm’s annual turnover of minimum of Rs.18.46 lakhs or above during last three years.		
2	Firm has completed during the last 3 years (as on 31.05.2021) minimum one project for having experience of digitization of ancient document/records where the cost of the project should be minimum of single work Rs. 49,24,364/- or two works each costing Rs. 30,77,727/- each or three works each costing more than Rs.24,62,182/-		
3	Copies of the work orders clearly having mentioned work details, nodal officer name of that department for this work with the designation and contact number		

4	Work completion certificates indicating total value of work and work period which should indicate the deliverables and scope of work for the projects has been attached.		
5	TDS Certificate in support of the W.O if done for any organization other than Govt./ PSUs		
6	Scanning of archival document		
7	Documents to be provided for w.r.toSl.No.1 to 6		

Note: Attach extra sheet, if required

(Signature and seal of
Authorized signatory)

ANNEXURE –II

SCHEDULE OF DEVIATIONS FROM TECHNICAL SPECIFICATIONS

ALL DEVIATIONS FROM THE SPECIFICATION SHALL BE FILLED IN BY THE TENDERER, CLAUSE BY CLAUSE IN THIS SCHEDULE

SECTION NO	SPECIFICATION CLAUSE NO.	DEVIATION
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The Tenderer hereby certified that the above – mentioned are the only deviations from the Technical specification and tender conforms to the specification in all respects.

Company Seal :

Signature :

Designation :

Company :

Date :

ANNEXURE - III

FINANCIAL STATUS

Summary of yearly turnover on the basis of the Audited Balance Sheet for the last three financial year (2017 – 18, 2018 – 19 and 2019-20)

<i>Sl. No.</i>	<i>Financial year</i>	<i>Total Turnover</i>
01	Year 2017– 2018	Rs.
02	Year 2018– 2019	Rs.
03	Year 2019– 2020	Rs.

Note: Attach certified copies of the Audited Financial Statements attested by Notary Public

Contractor

ANNEXURE - IV

E- Payment

To
The Financial Advisor & Chief Accounts Officer,
Visakhapatnam Port Trust, Visakhapatnam – 530045.

Sir, We hereby give particulars for payment of the works bill / Advance etc

Sl No	Particulars	
1	Name of the contractor /Supplier	
2	Address of the Contractor / Supplier	
3	Name of the work for which payment is made	
4	Estimate No , Agreement No Work order no,	
5	Name of the Bank in which Contractor / Supplier operating account Either with IOB or SBI or Any other Bank(If it is other than IOB or SBI, bank commission plus postage will be deducted)	
6	Address of the Bank	
7	Branch Code No	
8	Type of Account (Whether SB A/c or current A/c)	
9	Account No	
10	IFSC Code No – Bank code	
11	PAN No.	
12	GST Identification Number	
13	HSN Details (for Material Supply only)	
14	Description of Materials	HSN Code
15	Service Accounting Code (SAC) (for Contractors/Service Providers only)	
16	Service Description	Service Accounting Code (SAC)

Yours sincerely

(Signature of Contractor)

ANNEXURE - V

Specimen form for experience

Experience in similar type of work for the last seven years ended on 31.05.2021

Sl.No	Name of work	Value of work executed	Contract period		Scheduled period of completion	Contractor's name and address
			Commen	completion		
1						

Note:- The copy of the work orders and satisfactory completion/ Performance duly self-Attested for the completed works shall be submitted.

ANNEXURE-VI

Transaction details for remittance of Earnest Money Deposit (EMD)

The bidder shall provide the details of remittance of Earnest Money Deposit (EMD) as per Para No.3 of Section III of the bid document as follows

Sl.No	Unique Transaction Reference (UTR) No.	Date of transfer	Amount (in INR)	Uploaded page No. reference
1				

ANNEXURE VII

(To be provided on the bidder's company letter head with signature and seal)

Date:.....

Declaration & Undertaking by the Bidder who is claiming exemption from payment of EMD based on any Central/State Government certification

Sl. No.	Particulars	Details
1	Is your organization Proprietary / Partnership / Private Limited Company / Public Limited Company / Others
2	Does your organization belong to Micro / Small / Medium scale Industry / Start-ups/ others (Please tick mark appropriate box. If bidder is Startup & MSE, then please tick mark both)	<input type="radio"/> Micro <input type="radio"/> Small Scale <input type="radio"/> Medium <input type="radio"/> Startup Company <input type="radio"/> Others
3	Whether Manufacturer for the tendered items (supply) / Service Provider for the tendered services as per MSE certification. (Please tick mark the appropriate)	<input type="radio"/> Manufacturer for supply items <input type="radio"/> Service Provider for services <input type="radio"/> Trader/reseller/authorized agent/ distributor/manpower services <input type="radio"/> Non MSE Bidder
4	Attach the copy of the certificate	<input type="radio"/>

Note:

The above details are furnished only for the purpose of claiming exemption from Earnest Money Deposit.

Declaration:

We declare that the above details are true. In case any of the details are found to be false/untrue, our offer will be liable for rejection /cancellation of order/ subjected to appropriate actions as per tender Terms & Conditions.

Authorized Signatory
(With Company Seal & Signature)

ANNEXURE – VIII

NOTICE INVITING TENDER FOR THE WORK “DIGITIZATION OF PHYSICAL RECORDS IN VISAKHAPATNAM PORT TRUST”

TENDER ACCEPTANCE AND DECLARATION ON LITIGATION AND BLACKLISTING

(To be provided on the bidder’s company letter head with signature and seal)

To

Sir,

Subject: _____

Tender Reference No.: _____ for “Digitization of Physical Records in VPT”.

WE DECLARE THAT:

1. I/We have not been involved in any litigation for the past five years that may have an impact of affecting or compromising the delivery of service as required under this tender.
2. Information regarding any litigation and arbitration against the Port during the past five years prior to the date of sending NIT, the parties concerned and disputed amount is as given below
 1. _____
 2. _____
3. I/We am / are not blacklisted or debarred in the last three years from providing service by any Central / State Government / Autonomous bodies / PSEs / PSUs /Nationalised Banks / Public Limited or Private Limited Companies, etc., in India.
4. I/We have downloaded / obtained the tender document(s) for the above mentioned Tender / work from the mail:_____ .
5. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No.____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby and agree the terms / conditions / clauses contained therein.
6. The corrigendum(s) issued from time to time by Visakhapatnam Port Trust for the above subject work has also been taken into consideration, while submitting this acceptance letter.

7. I / We hereby certify that there is no deviation from the Tender conditions either technical or commercial or tender enquiry.
8. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
9. I / We certify that all information furnished by me / us is true & correct and in the event that the information is found to be incorrect / untrue or found violated, then Visakhapatnam Port Trust shall without giving any notice or reason therefore, summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official seal)

Witness with signature

1) Name & Address

2) Name & Address

ANNEXURE - IX

V PORT TRUST

Tender Number – No.ITRA/IT/JD/DIGITIZATION-II/2021-22/XXX

FINANCIAL BID/PRICE BID

(To be inserted in Second Envelopes & then sealed)

1. Name of firm/company:.....

2. Address:.....
.....

S.No	Description	Estimated Qty of pages (in numbers)	Rate per page (in Rs.)	Total Amount (in Rs) excluding GST	
(i)	Cost for scanning inclusive of all works like scanning, editing format conversion, indexing, unpinning and pinning etc.,	30,00,000 Approximate Pages			

GST applicable at ----- %

3. Total amount of item (i) above in rupees based on tender scope of work, technical Bid and terms & conditions: “Digitization of physical Records.”

(in figures) Rs..... (in words)
Rs.....

Place

Date

Signature of Authorized signatory

Name & Seal

Rs.100/-Non Judicial stamp paper
--

ANNEXURE - X

Form of Agreement

This AGREEMENT is made on this day ofMonth of..... Two Thousand (....., 20....) between

M/s. Board of Trustees, Visakhapatnam Port Trust, a body corporate under Major Port Trusts Act, 1963, represented by its Shri., s/o..... having its office at Administrative building, Visakhapatnam Port Trust, Visakhapatnam – 530045 (herein after referred to as the 'Board' which expression shall unless excluded by or repugnant to the subject or context be deemed to include the successor in office) of the one part

And

M/s....., (a partnership firm / proprietorship firm / company registered under the laws of India) having its place of business at represented by its (Description) Shri....., s/o..... (hereinafter referred to as 'Contractor' which expression shall, unless excluded by, or repugnant to the context be deemed to include his heirs, executors, administrators, representatives and assigns or his successors in office) of the other part

WHEREAS the Board of Visakhapatnam Port Trust, Visakhapatnam is desirous of the work comprising “**DIGITIZATION OF PHYSICAL RECORDS IN VISAKHAPATNAM PORT TRUST**”

WHEREAS the Contractor has offered to execute and complete such works and whereas the Board has accepted the tender of the Contractor and

WHEREAS the Contractor has furnished a sum of Rs...../- (Rupees only) as Earnest Money Deposit (EMD) at the time of tendering, which will be adjusted against Security deposit as stipulated in S1.No2(b) of the Section V of the bid document and the Security deposit will be collected by deductions from the monthly running bills, at the rates mentioned therein for the due fulfilment of all the conditions of the Contract.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this agreement words and the expressions shall have the same meanings as are respectively assigned to them in the conditions of the contract hereinafter referred to.

The following documents shall be deemed to form and be read and construed as part of this Agreement viz.

1. Notice inviting tender
2. Instruction to the Bidders
3. Scope of Work
4. Eligibility Criteria
5. General Terms and Conditions
6. Special Terms and Conditions
7. Annexures and Forms
8. Price bid
9. Work Order No.....
10. Any correspondences and documents that touching the tender/Contract.

The Contractor hereby covenants with the Board to deploy manpower in complete and maintain the “Manpower” in conformity and in all respects with the provisions of this Agreement.

The Board hereby covenants to pay the Contractor in consideration of such services for the “Contract Price” at the time and in the manner prescribed in the Tender/Agreement.

IN WITNESS WHEREOF the parties here into have set their hands and seals the day and year first written.

The common seal of the Trustees of Visakhapatnam port was here into affixed and

The thereof, has set his
Hand in the presence of

Visakhapatnam Port Trust

Signed and sealed by

The Contractor in the presence of

Witness with signature

1) Name & Address

.....
.....
.....

2) Name & Address

.....
.....
.....

ANNEXURE – XI

**SPECIMEN FORM OF BANK GUARANTEE FOR PERFORMANCE
SECURITY**

(For Performance Security)

In consideration of the Board of Trustees of Visakhapatnam Port Trust (hereinafter called as "Port") represented by its....., having agreed to exempt..... (hereinafter called "Contractor") from the demand, under the terms and conditions of Contract awarded with No..... on made between the Board and the Contractor for **“DIGITIZATION OF PHYSICAL RECORDS IN VISAKHAPATNAM PORT TRUST”**(hereinafter called "Agreement") of Performance Security for the due fulfilment by the said Contractor(s) of the terms and conditions contained in the said Agreement, on production of Bank Guarantee for Rs. (Rupees only).

2. We,..... (hereinafter referred to as the Bank) at the request of the Contractor(s) do hereby undertake to pay to the Port an amount not exceeding Rs...../(Rupees..... only) against any loss or damage caused to or suffered or would be caused to or suffered by the Port by reason of any breach or non-performance by the said Contractor(s) of any of the terms and conditions contained in the said Agreement.
3. We, the Banker of the Contractor do hereby undertake to pay the amounts due payable under this Guarantee without any demur, merely on a demand from the Port stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Port by reason of any breach by the said Contractor(s) of any of the terms and conditions contained in the said Agreement or by reason of the Contractor(s) failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However our liability under this Guarantee shall be restricted to an amount not exceeding Rs...../-.
4. We undertake to pay to the Port any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceedings before any Court of Tribunal relating thereto our liability under this present being absolute and unequivocal.
5. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.

6. This Bank Guarantee shall be valid upto..... (“Period”). We, the Bank further agree that the Guarantee herein contained shall remain in full force and effect during the Period and that it would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Port under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till the Port certified that the terms and condition of the said Agreement have been fully and properly carried out by the said Contractor's and accordingly discharges this Bank Guarantee. Unless a demand or claim under this Guarantee is made on us in writing within three months from the date of expiry of the validity of the Bank Guarantee period we shall be discharged from all liability under this Guarantee thereafter provided further that the Bank shall at the request of the Port but at the cost of Contractor(s) renew or extend this Guarantee for such further period or periods as the Port may require.
7. We, the Bank further agree the Port, that the Port shall have the fullest liberty without consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Port against the said Contractor(s) or for any forbearance, act or omission on the part of the Port or any indulgence by the Port to the said Contractor(s) or by any such matter or thing whatsoever which under the Law relating to sureties would but for this provision, have effect of so relieving us.
8. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
9. We, the Bank hereby undertake not to revoke this Guarantee during its currency except with the previous consent of the Port in writing.

Dated the day of month of 20..... at

FORM – C

PAST EXPERIENCE

The Bidders experience in similar work carried out each in any Central / State Government / Autonomous bodies / PSEs/PSUs / Nationalised Banks / Public Limited or Private Limited Companies, etc., for evaluating the Eligibility Criteria for pre-qualification to be provided using the format as below in compliance with **Section IV** of the Bid document as on.....(date)

Details of Similar Past Experience

Sl. No	Name of work	Value of work executed (in Rs.)	Work order reference No.	Contract period		Date of completion certificate	Name and address of the Client	Uploaded page no. reference
				Commencement	completion			
1								

Note:

1. The copies of the documents containing above information like work order, completion certificate in the format attached Form IV (A) have to be uploaded duly self-attested.
2. In case of experience other than Central / State Government / Autonomous bodies / PSEs/PSUs/ Nationalised Banks / Public Limited Companies, the bidder has to submit TDS certificate for the past experience to be uploaded, as provided in form IV (B), only then the experience will be considered.

Yours faithfully,

(Signature of Authorized Person)

Place:

Name

Date:

Designation

Business Address:

.....

Seal

FORM – C (A)

EXPERIENCE / COMPLETION / PERFORMANCE CERTIFICATE

(To be issued in the Company's official letter head, sealed and signed by the Official who had issued the work order / his equivalent or his superiors)

This is to certify that M/s ----- awarded the contract -----
- and executed in this organization as per the details furnished below

1. Name of the work :
2. Work order number/ agreement number and date :
3. Date of commencement of execution of Contract :
4. Date of completion of Contract :
5. Date of extension, if any :
6. Value of the Work :
7. Scope of Work:
8. Executed value :
9. Period of contract :
10. Performance of the Contractor : Satisfactory/ Not Satisfactory
11. Whether any penalty is imposed:
12. Actual payment made:

(Signature)

Place: Name

Date: Designation

.....

Organisation with Address.....

.....

Seal

Note :

- (i) Furnishing the information in the format is preferable.
- (ii) However certificate(s) submitted in any other format should contain all the required information as in the Form IV A.

FORM –C (B)

DETAILS OF TDS CERTIFICATE

In case of experience in organisation other than Central / State Government / Autonomous bodies / PSEs/PSUs/ Nationalised Banks / Public Limited Companies, the bidder has to provide the details of the TDS certificate in the form provided below and shall submit TDS certificate for the past experience to be uploaded, only then the experience will be considered.

Sl. No	Name of work	Value of work executed (in Rs.)	Work order reference No.	TDS Certificate		Name and address of the Client	Uploaded page no. reference
				No.	Amount		
1							

Yours faithfully,

(Signature of Authorized Person)

Place:

Name

Date:

Designation

Business Address:

.....

Seal

FORM D

DECLARATION OF AUTHORISED REPRESENTATIVE

(To be provided in Rs.100 /- non-judicial stamp paper)

(Separate Forms to be submitted for each Signatory with details of Proprietor or Partner or Managing Director)

I/We,..... (Name) being the (Proprietor/Partners/Karta/Managing Directors and whole time Director/Members of Managing Committee of Associations/Board of Trustees etc.) of (Name of the Bidder), hereby solemnly affirm and declare that the (Authorised Signatory) is hereby authorized, vide resolution No. (Resolution Number) dated..... (Resolution Date) (copy submitted herewith), to act as an authorized signatory for the business..... (Name of the Bidder) for which submission of bid is being filed under the tender. All his actions in relation to this tender will be binding on me/us.

Signature of the person competent to sign

Name:.....

Description:.....

Name of the Business Entity:.....

Acceptance as an Authorized Signatory

I (Authorised Signatory) hereby solemnly accord my acceptance to act as authorized signatory for the above referred business and all my acts shall be binding on the business.

Signature of Authorised Signatory

Name:.....

Description:.....

Place:.....

Date:.....

Note:

1. For the purpose of this tender and the Agreement, the tender, forms, Agreement and other documents shall be signed only by the persons, who are themselves in a position to undertake the work and possessing all other resources required for the purpose. The tender shall contain the name, residence and place of business of the person or persons submitting the tender and shall be signed by the Bidder with his usual authorized representatives followed by the name and Description of the person signing the document along with a copy of the partnership deed. A copy of the constitution of the firm with the names and addresses of all the partners shall be furnished.
2. Tender by a corporation shall be signed in the name of the corporation by a duly authorized representative, and a power of attorney in that behalf shall accompany the tender. In the case of company, a copy of the Memorandum and Articles of Association shall be furnished.
3. Tenders may be submitted by agents on behalf of their principals, but in such cases the Board reserves the right to enter into contract with the principals, Director, with the principals and agents jointly as deemed appropriate.

FORM E

CERTIFICATE OF ACCEPTANCE

(To be provided on the bidder's company letter head with signature and seal)

This is with reference to Tender No....., for
“DIGITIZATION OF RECORDS IN VISAKHAPATNAM PORT TRUST”

I/We,..... (Name of the Bidder / Authorised Representative of the Bidder) of M/s..... (Name of the organisation), hereby certify that there is no deviation from the Tender conditions either technical or commercial or tender enquiry and I/We am/are agreeing to all the terms and conditions mentioned and comprised in relation to the above mentioned Tender.

Yours faithfully,

(Signature of Authorized Person)

Place:

Name

Date:

Description

Business Address:

.....

Seal

Witness with signature

1) Name & Address

2) Name & Address

.....
.....
.....

.....
.....
.....