

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CENTRAL PENSION ACCOUNTING OFFICE
TRIKOOT-II, BHIKAJI CAMA PLACE,
NEW DELHI

F.No. CPAO/DCA Sectt./2011-12/OTH/Scanning 1628

01-11-2011

To,

(As per list attached)

Notice Inviting Tender

Subject: - Tender for providing services of scanning work of documents on outsourcing basis for the CPAO – Reg.

Sealed tenders are invited for **providing services of scanning work of documents on outsourcing basis** for the CPAO, Trikoot – II, Bhikaji Cama Place, New Delhi, as per terms and condition detailed out in the following paragraphs, from interested firms having requisite experience.

A. Qualifying Criteria:

Only registered and specialized firms having adequate experience of at least two years in the relevant field of supply of these services to Government Ministries/Departments/ Government Organizations/PSUs/Corporate Sector etc. and with a minimum annual turnover of Rs. 5,00,000/- (Rupees Five Lakhs only) during the last two years in this line of services need apply. While submitting the tender, the intending tenderers shall have to furnish to this office proof of experience, turnover, Service Tax for the last two years and any other Tax as applicable. A firm having any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Private Ltd. Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force shall not be eligible.

B. Material and equipment:

CPAO shall provide the Bench Mark quality specification/brand of the material to be used, wherever necessary.

C. Settlement of Disputes:

In the matter of any disputes between the parties regarding the terms and conditions of the supply of material (printed) and execution thereof, the matter shall be referred to an Arbitrator(s) as may be decided by the Chief Controller (Pension) for arbitration under the Arbitration & Conciliation Act, 1986. The firm/supplier shall not question the decision of the arbitrator(s) on ground that the Arbitrator(s) is/are Government servant(s). The decision of the Arbitrator(s) shall be final and binding on the parties.

2. The brief terms and conditions shall be as follows: -

- (a) The service provider is required to install heavy duty new scanners of approved models of reputed brands having all facilities including for back to back scanning, printing etc. at their own cost in the CPAO at its offices in Bhikaji Cama Place and/or RK Puram. The initial requirement is for 3 such machines to be installed. Depending upon the work load the number of such requirement is likely to change. The service provider shall have to provide shall have to provide the scanning machines, consumables, copies on 75 gsm branded photocopying papers, consumables and other materials required. CPAO shall be responsible for providing the space to keep the scanning machines and the power supply only. Everything other than this shall be the responsibility of the service provider at their own cost. The service provider shall have to enter into a detailed agreement with CPAO on award of the tender. The likely workload during a month is approximately 1,00,000 copies in all.
- (b) The earnest money of Rs. 10,000/- (Rupees ten thousand only) through a demand draft on any scheduled bank in Delhi/New Delhi drawn in favour of Pay and Accounts Officer, CPAO, Government of India, New Delhi must accompany the quotation (Qualifying bid). Quotation received without earnest money will not be considered.
- (c) TDS and other taxes as applicable will be deducted from each bill. The documents as per the prevailing laws shall be submitted in time like sale tax, PF, ESI etc.
- (d) The security deposit of Rs. 20,000/- (Rupees twenty thousand only) will be deposited by successful bidders within 5 days.
- (e) The photocopies of the documents etc. shall have to be made available on requisition in time as per the exigency of work. Any delay in the matter will be considered as breach of contract and will be dealt accordingly. All the machines shall be kept in working condition on all working days and the personnel manning the machines will be available for services during office hours or till the closure of the office. In case any machine remains non-functional for a day (8 working hours or more), the amount payable will be deducted @ Rs. 5000/- per day per machine.
- (f) PAO has all the right to reject/accept any/ all the tender(s) without assigning any reason.
- (g) Tender application without complete documents/information shall not be considered.
- (h) No negotiation will be undertaken with any tenderer except lowest qualified bidder, only when necessary as per CVC guidelines.
- (i) Failure by the contractor/firm to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of

the contract and subsequent disqualification for participation in any future tender in CPAO. The security deposit will also be forfeited.

D. Tendering Process:

The tender is invited on two bid basis i.e. qualifying bid and then the financial bid. The tender form for Qualifying bids and Financial bid prescribed at Annexure I&II (Attached) complete in all respect should be submitted in separate sealed covers superscribed "Qualifying Bid-Providing services of scanning work of documents on outsourcing basis for the CPAO" and Financial Bid- "Qualifying Bid- providing services of scanning work of documents on outsourcing basis for the CPAO and put together in one envelop addressed to the Sr. AO (Admn), CPAO should be dropped in the tender box kept in Reception area by 1.00 PM on 16 Nov 2011. Incomplete bid document will be rejected. The bids will be scrutinized by CPAO to shortlist the eligible bidders. The bids should be valid upto 60 days from the date of submission. The Qualifying bid will be opened on same day at 3.30 in the presence of bidder who are interested to present. Successfully qualifying bidders will be intimated separately about the financial bid opening. The financial bids of only the eligible bidders only will be opened.

Late submission of tenders will not be accepted. CPAO reserves the right to reject any or all quotations.

NOTE:

The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The tenderer would fill up the information in the Annexure-I & II enclosed at the end of this document in clear and legible terms. Wherever, the prices are to be quoted should be written in figures and words as well. The quoted prices should also include the impact of all overheads. Annexures will also have to be signed and stamped by the firm through its authorized signatory.


(Satish K. Jadhav)
Dy. Controller of Accounts

Copy to Sr. TD, NIC – with the request that the tender notice may be published on the website of CPAO.

CPAO

Qualifying Bid Document

1. Name of the Service provider
2. Address
Tele No. fax No. e-mail
3. Contact person's Name
4. Essential Details:
 - Registration Date or date of start of business
 - Turnover during 2009-10 and 2010-11
 - PAN No. (enclose copy of PAN Card)
 - Sales Tax/VAT No. (enclose copy)
 - Experience certificate
 - Self Certificate to the effect that there is no litigation
5. Details of Manpower (Category wise)

Total Strength, qualification, Length of average Service
6. Whether the firm has any legal suit/criminal case pending against it for violation of PF/ESI minimum wages act or other laws (give details)
7. Confirm the following enclosures along with this format: -
 - Satisfactory service certificate from the previous customers.
 - Certificate of registration with the Registrar of companies if applicable and with the Delhi sales Tax Deptt. etc.
 - Acknowledgement of IT returns/certified P&L accounts for Turnover

Declaration

I hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with CPAO in future.

(Signature of authorized signatory)

Name of the company alongwith Address & Telephone No.:

Financial Bid

Financial Bid-"Qualifying Bid-providing services of scanning work of documents on outsourcing basis."

Sl. No.	Item of work	Rate per page in Rs.
1	Scanning of documents per page – A4 & A3 Size.	
2.	Scanning of A4 and A3 size paper and print on 75 gsm photocopying paper of approved brand	

(Signature with stamp)