



Devi Ahilya Vishwavidyalaya (DAVV), Indore

Serial no./ Exam/Tender/2024/

Date:09/01/2025

Tender Notice for Digitalization & E-CATALOGUING of Old Tabulation Charts

E-tenders are invited for **Digitalization & E-Cataloguing of Old Tabulation Charts of Paper Size (15*12 inch) and 25 Lakhs in numbers**, from turn key solution provider. Tender document and other tender terms and conditions can be downloaded from the website of government of Madhya Pradesh tender portal (<https://mptenders.gov.in>) on the online payments of Rs.3000/- (Non-refundable) as cost of tender form and documents.

Summary of Tender

A) Name of Work: Digitalization & E-Cataloguing of Old Tabulation Charts

S.No.	Events	Date and Time
1.	Uploading/Publication of Tender Document	09/01/2025 at 13:00 hrs.
2.	Downloading of Tender Document through website https://www.mptenders.gov.in/	10/01/2025 at 10:30 hrs.
3.	Pre-Bid Meeting	16/01/2025 at 11:30 hrs at Registrar Office, Nalanda Campus, DAVV, RNT Marg, Indore
4.	Last date of bid submission	31/01/2025 at 17:30 hrs.
5.	Technical bid opening	07/02/2025 by 04:00 PM at Store section office, DAVV, RNT Marg, Indore
6.	Financial Bid opening	Date will be notified on University website www.dauniv.ac.in
7.	Bid Security / Earnest Money Deposit (EMD).	INR Rs.3,00,000.00 (Rs. Three Lacs Only) is to be paid Online. The bidder is required to upload the scanned copy of their e-transaction details.
8.	Tender Fee	INR Rs. 3,000.00 (Rupees Three Thousand Only) + GST is to be paid online. The bidder is required to upload the scanned copy of their e- transaction details.

Amendment of Tender Terms and Condition

At any time till one day before the deadline for submission of Bids, for any reason, University, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by amendment. All the amendments made in the document would be informed through the **DAVV Website**. All such amendments shall be binding on all the Bidders. The Bidders are also advised to visit the aforementioned website on regular basis for checking necessary updates. DAVV also reserves the rights to amend the dates.

Registrar, DAVV

B) PRE-QUALIFICATION CRITERIA

The bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements, as described in the Tender document. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the services sought by the Devi Ahilya Vishwavidyalaya (DAVV) Indore for the entire period of the contract. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the Tender document else the bids shall be rejected summarily.

The invitation to bid is open to all bidders who qualify the eligibility / pre-qualification criteria as given below:

S.NO.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	Valid Registration with government of MP, Registrar, Firms and societies (as per NIT)	A valid copy of "Certificate of Registration with government of MP" from Government of MP, Registrar, Firms and societies including "name change certificate" (if any).
2	GST Registration	The Bidder should hold valid GST Registration	Copy of the GST Registration Certificate.
3	PAN Number	The Bidder should hold valid PAN NUMBER	Copy of the PAN NUMBER
4	Start-ups Registration / MSME	Start-ups Registration / MSME	Copy of the "Certificate of Registration
5	Average Annual Turnover	The bidder should have Average Annual Turnover of Rs. 3, 00, 00,000 (3 CRORE in last 3 years (Financial year 1-4-2020 TO 31-3-2023).	As documentary proof, Audited Balance Sheet & Profit & Loss has to be submitted certify by Authorized reputed CA firm. Start-ups or MSME will be exempted (Startups/ MSME will be exempted As per Store Purchase rule 2015 (As Amended in 2022))

6	Technical experience	<p>The Bidder should have experience of running at least 2 similar kind of digitization work in last three years (from financial year 1-4-2020 TO 31-3-2023) in Development authority/ Nigam/ Mandal/Pradhikaran/ Govt. Organization preferably in Madhya Pradesh.</p> <p>1. Two (2) similar works each costing not less than the amount equal to INR 1 CRORE (from financial year 1-4-2020 TO 31-3-2023) ;or</p> <p>2. One (1) similar works each costing not less than the amount equal to INR 2 CRORE (from financial year , 1-4-2020 TO 31-3-2023).</p> <p>Or Start-ups Should have experience of at least 1 similar kind of digitization work in last three years (from financial year, 1-4-2020 TO 31-3-2023) in Development authority/ Govt. Organization preferably in Madhya Pradesh. Copy of Work Orders shall be furnished as documentary proof.</p> <p>Condition for firm registered in (Startups) /MSME.</p> <p>1. One (1) similar works each costing not less than equal to the amount equal to INR 1 CR i.e. from financial year , 1-4-2020 TO 31-3-2023,or</p> <p>2. Two (2) similar works each costing not less than the amount equal to INR 50 LAKH i.e. from financial year , 1-4-2020 TO 31-3-2023</p> <p>Average annual turnover on the relevant domain work not less than 60% of the probable amount of contract during the last four year financial year (1-4-2020 TO 31-3-2023) (Startups/ MSME will be exempted As per Store Purchase rule 2015 (As Amended in 2022))</p>	Copy of Work order certificate of successfully running work, if work is undergoing and Completion certificate shall be furnished as documentary proof.
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Note : Bidder shall attach all relevant documents as mentioned in the above table as appropriate annexure along with clear cut indexing of annexure showing the page nowhere the document has been provided.

C) SCOPE OF WORK

It is always imperative for any organization to meet accepted standards for managing its large official records. These standards of Devi Ahilya Vishwavidyalaya (DAVV) Indore signed to 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.

Devi Ahilya Vishwavidyalaya (DAVV) Indore will allocate the space for the above mentioned work. It is expected from the bidder that he will be able to complete work in 1 year. The entire work will be executed at the location of Department i.e at Devi Ahilya Vishwavidyalaya (DAVV) Indore M.P

Bidder is not allowed to execute the work other than the location of department i.e Devi Ahilya Vishwavidyalaya (DAVV) Indore M.P. All the necessary and reasonable arrangements will be provided by the department.

The work will be completed in below mentioned steps:

1. Digitization (Scanning / Data Entry) of Records from year 1971 to 2024.
2. Development of Software for Storage and Searching of Digitized data with 5 user
3. Upload the image in software in desired format on the server provided by the University
4. Provide key search word in software up to 2 levels
5. Upload all the scanned images on server provided by the University.

The bidder needs to deploy the required experienced manpower, necessary hardware & software etc. to complete the project.

The bidder shall be responsible for all the statutory and legal obligations and compliances related to the manpower deployed at the site.

Devi Ahilya Vishwavidyalaya (DAVV) Indore M.P hopes to achieve the following by scanning and digitizing documents for its various departments.

1. Less Storage space for preserving the documents
2. Reduction in overall Searching time.
3. Increase in productivity of processes and office personnel
4. Availability of the document for sending over email
5. Reduced turnaround time of processes
6. Increased control over all the important digitized documents by restricting access.

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

1. Setup of scanning and digitization facility at the dept.
2. Pre-Scanning preparation
3. Scanning and Digitization
4. Indexing, Retrieval, Access of scanned documents and Data Entry
5. Post Scanning activities
6. Development of Software for Storage, backup and Uploading/ Data Entry of Digitized

data/ Records.

7. Uploading the scanned image in software on server provided by department.

Detailed Scope of Work

(A) Setup of scanning and digitization facility at the Devi Ahilya Vishwavidyalaya (DAVV) Indore office

- a. The vendor will be required to setup and install at least the following infrastructure (but not limited to) in adequate numbers at the Devi Ahilya Vishwavidyalaya (DAVV) Indore M.P office:
 1. Desktops & CPUs
 2. Scanners
 3. Network setup
 4. UPS
- b. The vendor should provide enough equipment so as to complete the scanning and digitization in the limited time provided by the end user department. Delay in the completion of work will attract penalty to the vendor (as decided by the Devi Ahilya Vishwavidyalaya (DAVV) Indore M.P).
- c. The Successful vendor shall make arrangements for maintenance of IT infrastructure (scanners, desktops, UPS, network setup, etc.) installed at his own cost and make sure the work shall not be stopped.

(B) Pre-scanning preparation

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

- a. Records would be scanned and digitized at the Department premises and the vendor shall be responsible for collecting them from concern units of the corporation to carry out the digitization work. The documents would be received in lots as agreed mutually between the vendor and the corporation. The vendor shall provide sign-off on number of documents received from the corporation.
- b. The vendor shall maintain a note of the documents details in a register while collecting these documents. The log register should contain at least the following details:
 - Name of the document collected
 - Size of the pages in document (A4, legal, A3, etc.) along with the count
 - Total number of pages in the document Collected from (official name of Devi Ahilya Vishwavidyalaya (DAVV) Indore M.P and signature with seal)
 - Date of Collection
 - Expected date of return Returned to (official name of Devi Ahilya Vishwavidyalaya (DAVV) Indore M.P and signature with seal)
 - Returned by (vendor representative name and signature)
 - Actual date of return

- c. After collection of documents by the vendor, it would be the responsibility of the vendor to maintain and return the documents in their original form to the End User Department.
- d. Any damage to the documents collected shall make the vendor liable for the penalty.
- e. The vendor shall check for the number of documents in a file in presence of the representative of the corporation.
- f. The vendor 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.
- g. The vendor will carefully unfold and flatten the documents to eliminate creases and wrinkles
- h. The vendor shall take special care in preparing the documents which are too old and that may not be in good physical condition and as very delicate they may not be directly scanned. This may include (but not limited to) pasting of torn pages, straightening of pages, unbinding 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.
- i. The vendor shall take extreme care towards 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 an attachment)
- j. Segregating the documents to be scanned into batches. The size and content of a batch shall be determined by concern unit of the Corporation based on the nature of the documents being scanned and that unit's 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.

Electricity, Space and furniture will be provided by department for the tenure of project without any charges. However, internet and other charges shall be borne by the successful bidder/vendor.

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canning Digitization & Image Enhancement Activities

1. The selected bidder shall have adequate infrastructure to scan and digitize documents at least 300 DPI resolution and clearly readable.
2. The scanned documents shall be converted into PDF or JPG .
3. The vendor will be responsible for quality assurance and will go through all documents to see if they are complete and legible. The vendor will undertake Quality Assurance processes for all aspects of processing and post- processing of records including image capture, indexing, storage and return. The vendor'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 on the worksheet accompanying each volume. When necessary (e.g., poor image capture of an illustration), the staff will re-scan from the original text and insert the image(s) into the proper image file sequence.

4. The vendor shall perform following image enhancement activities:
 - a. The vendor shall ensure that the quality of scanned images are enhanced to the optimum level
 - b. The vendor shall perform skew, de-skew activities on the scanned document to make the image straight
 - c. The vendor shall carry out cropping and cleaning of images like removal of black spots around the text, providing equal margins around the text
 - d. In case the documents are not legible, the vendor shall scan the documents at a higher resolution or in Gray scale. No extra payment shall be made for the same.
 - e. No document shall be scanned more than once and no blank pages shall be deleted if they are part of file. The blank page in a file is a page that is entirely blank, or has only page number, or has only rubberstamp.
5. The vendor will deploy its own human resources for all the above mentioned activities. The vendor will deploy adequately skilled manpower resources to complete the job within the specified time.

(D) Indexing, Retrieval, Access of scanned documents and Data Entry

After documents/images are scanned and stored in digital form, they would be indexed using manual entry. The vendor will create metadata required for indexing as per the requirement of Devi Ahilya Vishwavidyalaya (DAVV) Indore M.P.

1. The vendor will establish procedure for checking the accuracy of indexing and making necessary corrections as accurate indexing is required for efficient retrieval of digital documents from digital storage media.
2. Once all documents are verified and pass vendor's quality assurance phase, they will be stored on final digital media of the client's preference, complete with their indexes. At the end of the process all paper documents will be returned in their original form to the department.
3. Vendor is responsible to do the data entry of the records.
4. Vendor will follow the Maker and Checker process to avoid 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 (Devi Ahilya Vishwavidyalaya (DAVV) Indore M.P).

(E) Post Scanning

1. After scanning, the physical document would be pinned together/ tagged in the same form as it was given for scanning by the concern unit of the corporation. At the end of the process all paper documents will be returned in their original form to the corporation.
2. Each page shall be serially arranged and shall be counted while giving the documents back to the corporation.
3. The vendor is required to use their own MIS tool to generate monthly reports for tracking the digitization status. These reports would contain basically

summary of records scanned and stored.

**(F) Development of Software for Storage, backup, searching and uploading/
Data Entry of Digitized data/ Records**

1. Design and Development of software for Data Storage and Data searching.
In this software application data can be easily stored in managed way and data can be searched by user easily.
2. Data uploading or data entry in software application as required.
3. Software will runs on the server provided by the departments.
4. The proposed software should be user friendly with easy to use interface.
5. Nomenclature of the digitized file should be in accordance with Devi Ahilya Vishwavidyalaya (DAVV) Indore M.P standard and should be discussed with the Devi Ahilya Vishwavidyalaya (DAVV) Indore M.P Vendor shall use standard methodology for Scanning & digitization and archiving so that in future, any service provider can access the archival database.
6. Vendor shall train the respective users on retrieving the records after file conversion.

G) OTHER RESPONSIBILITIES OF THE EXECUTING AGENCY/VENDOR

Besides scanning and digitizing the collection, maintaining records and generating regular progress reports, the other major responsibilities of the vendor will be as under:

1. Maintaining confidentiality about work.
2. Safe handling of Tabulation charts used for scanning (as these are rare available as single copy and cannot be recreated). While handling theses, proper care is to be taken, so vendor should deploy only experienced scanning operators. In case of any negligence the vendor shall be penalized.
3. The agency shall be responsible for preparing the documents for scanning/digitization purpose, i.e. cleaning of Tabulation charts; remove dust, taking them out of shelves and putting them back etc.
4. Tabulation charts rebinding /returning /refilling after scanning.
5. Handling and maintenance of the hardware installed by the agency will be the responsibility of the agency/vendor.

H) GENERAL TERMS & CONDITIONS

1. Tender documents, costing to Rs.3000/-(non-refundable) can be purchased by paying online on website <https://www.mptenders.gov.in>
2. Bid offer should be valid for 06 (Six) months from the date of opening of tender.
3. The entire work shall be carried out under successful bidder's custody and the successful bidders

should follow all safety regulations and take all measures to prevent damage/loss to the documents of the University.

4. The Agency will use the licensed tools for creation of contents, for updating and maintenance of the contents. The agency will bear the whole responsibility of following licensing policy of the software tool making company.
5. Agency will make arrangement for the stay of its staff at Indore or elsewhere.
6. The EMD of successful bidder will be refunded only on successful completion of digitization work as per work order.
7. The payment will be made only on presentation of bills in duplicate together with the quantum of actual work done, on verification of work to the satisfaction of the undersigned, as per terms and conditions.
8. The bidders are required to quote their rate per page for scanning and digitization of documents. The rates so quoted should be all-inclusive of (preparing documents for scanning/digitization, hardware/software/transport/manpower/taxes/power supply, or any other charges). In case the digitization work carried out is not according to the specification mentioned in the work order, the work will have to be redone.
9. Data shall be accepted subject to installation, wherever necessary, and satisfactory report of the Inspection Committee/Committee of Experts of the University.
10. The job shall be completed by the Agency within the time limit specified in the tender document. The completion period can be extended with the approval of the competent authority only in exceptional cases on written request of the Agency, giving reasons/explaining circumstances due to which the completion period could not be adhered to. In case the job is not completed within the stipulated period, the Agency shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of the order each day or such other amount as the competent authority may decide till the job remains incomplete, provided that the entire amount of compensation shall not exceed 10% of the total amount of the order. An appeal against these orders shall, however, lie with the Vice-Chancellor, Devi Ahilya University, Indore, whose decision shall be final and binding. The work shall be executed strictly in accordance with general terms and conditions mentioned in the tender.
11. Our bankers are: State Bank of India, Devi Ahilya University, Indore (MP).
12. The bank charges, if any, shall be to the Agency's account.
13. Bill No. should be duly printed / machine numbered.
14. No advance payment on any account will be made.
15. Payments shall be subject to deduction of any amount for which the vendor is liable under the agreement against this contract. Further, all payments shall be made subject to deduction of

TDS (Tax Deduction at Source) as per the Income Tax Act, 1961 and any other taxes.

16. The Central Purchase Committee/Purchase Committee constituted for the purpose reserves the right to accept or reject any or all the bids or negotiate on any of the tender conditions/items and to annul the bidding process and reject all the bids at any time prior to placement of order without assigning any reason thereto and without any obligation to inform the affected bidders.
17. The decision of the Devi Ahilya University, Authorities shall be final and binding upon in the event of any dispute arising out of the terms of the contract. Disputes, if any, shall be subject to jurisdiction of Indore Courts. Any other jurisdiction mentioned in Agency's quotation or invoices shall be invalid and shall have no legal sanctity.
18. All the entries in the letter on the prescribed tender should be written in clear and neat letters. If there is any type of overwriting in the cut chart, the tender form will be rejected.
19. At the time of verification of the tender form, the authorized representative will be present with the authority letter and identity card given by the tenderer.
20. After successful completion of the contract, the Performance Security Performance Guarantee Form will be returned. In case of violation of the terms and conditions written in the contract, the Performance Security will be forfeited.
21. If the successful tenderer fails to execute the contract after receiving the work, such In such a case, the performance security amount deposited will be taken by the University and action will be taken to blacklist the tenderer.
22. If any of the parties wants to terminate the tender, then it is necessary to give minimum three months prior notice.
23. In normal circumstances, the amount will be paid within one month after deducting tax as per rules, but in case of unavoidable delay, interest etc. No separate payment will be made.
24. The University reserves the right to accept or reject any tender. The University is not constrained to give any reason in this regard. The University's decision in this regard will be final and binding.
25. The Service Provider whose bid is accepted will have to start the work within 15 days from the date of issuing of the work order. The Service Provider shall, however, have to start its office in the premises of DAVV. This period will not be extended in normal situation.
26. Tender should not be sub-let to any other Service Provider and must be executed by the staff of Service Provider at bidder's premises and finally at DAVV premises.
27. A written agreement will be made between DAVV and the Service Provider within 15 days of receiving order along with the submission of performance guarantee. The amount of performance guarantee will be 3% of the ordered value.
28. The Service Provider shall require to sign non-disclosure agreement with DAVV for not

exposing sensitive and confidential data to anyone.

29. In case of dispute, the decision of the Vice Chancellor of DAVV shall be final and binding.
30. All disputes shall be subject to Indore judiciary.

F) INSTRUCTIONS TO BIDDER

(i) Instruction

- a. Other details can be seen in the complete tender documents available on e-portal <http://www.mptenders.gov.in> and DAVV website.
- b. Tender documents can be purchased only online and download from main portal <http://www.mpeproc.gov.in> by making online payment for the prescribed non- refundable tender document fees. Only in case if the tender is dropped without opening, the tender fees shall be refunded after deduction of necessary portal charges. Manual purchase of tender is not allowed. It is mandatory for all the bidders to pay tender document fees to participate in tender.
- c. The relevant portion of tender which tenderers have to fill online would be available on above website on date mentioned against each tender. The DAVV reserves the right to reject any or all the tenders or accept any tender in full or part as considered advantageous to the DAVV, whether it is lowest or not, without assigning any reason whatsoever it may be.
- d. Bidders intending to participate in the Tender are required to get themselves trained on the e-Procurement System.
- e. The required amount of EMD shall be paid Online.
- f. No offer will be accepted without valid Earnest Money Deposit. If on opening of tender, it is revealed that EMD amount is inadequate / any other discrepancy is noticed, the tender shall be rejected and returned to the tenderer.
- g. The corrigendum or addendum to the bidding documents, if any, as well as any change in due date(s) of opening of tender will be published on the DAVV's website but will not be published in newspaper. Hence participant bidders are advised to regularly visit the websites until the bid opening. The DAVV shall not be responsible in any way for any ignorance of the bidders about the corrigendum or addendum or change in the due date(s).

(ii) Authentication of Bid

The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Agreement. All pages of the Bid, shall be initialled and stamped by the person or persons signing the Bid.

(iii) Validation of interlineations in Bid

The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid.

(iv) Language of Bids

The proposal and all correspondence and documents shall be written in English. In case of accompanying literature or brochures etc. being in a language other than English, a certified translation should accompany the documents as a part of the Request for Proposal (RFP).

All proposals and accompanying documentation will become the property of DAVV and will not be returned.

(v) Documents Comprising the Bids

The Proposal shall have Two Cover System for this RFP:

- a) TECHNICAL BID
- b) FINANCIAL BID

The technical Bid submitted by the Bidder shall comprise scanned copy of e- transction for payment of EMD, signed tender document and number of formats and Annexures given in this tender document.

The information to be filled in the given formats.

Format 1	Proposed Covering Letter
Format 2	General Information about the bidder
Format 3	Affidavit of company's / firm's representative that bidder is not black listed.

Annexure A	A valid copy of "Certificate of Registration with government of MP" from Government of MP, Registrar, Firms and societies including "name change certificate" (if any).
Annexure B	Copy of the GST Registration Certificate.
Annexure C	Copy of the PAN Number
Annexure D	Copy of the Certificate of Registration or start-ups /MSME
Annexure E	As documentary proof, Audited Balance Sheet & Profit & Loss has to be submitted certify by Authorized reputed CA firm. Start- ups will be exempted (As per Store Purchase rule 2023 Madhya Pradesh).

Annexure F	Experience Certificate of at least 2 similar digitization work in last three years (From 2020 to 2023)
Annexure G	Financial Bid Format
Annexure H	Detailed Financial Bid

Both Technical & Financial Bid to be submitted online through e-procurement portal to in Development Authority/ Govt. organization in Madhya Pradesh, copy of work order, certificate of successfully running work or successfully running work. If work is undergoing and completion certificate shall be furnished as documentation proof. Hard copy of all above documents must be submitted in a sealed envelop mentioned Technical Bid before last date of bid submission mentioned in the table above by speed post or by hand to following address:

The Registrar,
Devi Ahilya Vishwavidyalaya,
Nalanda Campus, R. N. T. Marg,
Indore (M.P.),India Pin- 452 001

Bidders shall furnish the required information on their Qualification and commercial strengths in the enclosed formats only. **Any deviations with respect to this may make the Bid liable for rejection.**

F. Bid Prices

- a. The Bidder shall indicate the price in the prescribed format, it proposes under the Agreement. In absence of above information as requested, the Bid may be considered incomplete and be summarily rejected. The price components furnished by the Bidder in accordance with format provided in the RFP will be solely for the purpose of facilitating the comparison of Bids by DAVV.
- b. The Bidder shall prepare the Bid based on details provided in the RFP. It must be clearly understood that the Scope of Work is intended to give the Bidder an idea about the order and magnitude of the work and is not in any way exhaustive and guaranteed by DAVV.

The Bidder shall carry out all the tasks in accordance with the requirement of the RFP and due diligence and it shall be the responsibility of the Bidder to fully meet all the requirements of the RFP. If during the course of execution of the Project any revisions to the work are to be made to meet the goals of DAVV, all such changes shall be carried out within the current price.

- c. The Bidder shall quote a fixed price as detailed in the RFP on a single responsibility basis. No adjustment of the Agreement price shall be made on account of any variations in costs of labor and materials or any other cost component affecting the total cost in fulfilling the obligations under the Agreement. The payment based on commercial proposal of the Bidder shall be the only payment, payable by DAVV to the selected Bidder for completion of the contractual obligations by the selected Bidder under the Agreement, subject to the terms of payment specified in the Agreement.
- d. The prices, once offered, must remain fixed and must not be subject to any escalation for any reason whatsoever within the period of Project. A proposal submitted with an adjustable price quotation or conditional proposal may be rejected as non-responsive.

(i) Bid Currencies

Prices shall be quoted in Indian Rupees (INR).

(ii) Bidder Qualification

- a. The "Bidder" as used in the RFP shall mean the one who has signed the Bid Form. The Bidder may be either the Principal Officer or his duly Authorized Representative, in either cases he/she shall submit a Certificate of authority. All Certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative and the Principal Officer.
- b. It is further clarified that the individual signing the RFP or other documents in connection with the Bid must certify whether he/she signs as the Constituted Attorney of the Company.

(iii) Bid Security (Earnest Money Deposit)

- a. Bidders shall submit, along with their Bids, Bid security or Earnest Money Deposit (EMD) of INR Rs. 3,00,000.00 (Rs. Three Lakhs Only) is to be paid Online. EMD in any other form will not be entertained.
- b. The EMD of all unsuccessful Bidders would be refunded by DAVV without any interest on completion of contract agreement and bank guarantee submitted by the successful bidder. The Bid security, of the successful Bidder would be returned after submission of performance security.
- c. Bid without adequate Bid security/EMD shall be rejected without providing any opportunity to the Bidder concerned.

(iv) Forfeiture of Earnest Money Deposit (EMD):

The Earnest Money Deposit will be forfeited in the following cases, in addition to the conditions specified in the earlier clauses:

- a. If the Bidder withdraws the Bid after the last date and time of submission for any reason whatsoever;
- b. If the Bidder whose Bid has been accepted, fails to execute the Agreement and/or submit the Performance Bank Guarantee within the time stipulated by the University, and
- c. If the Bidder adopts unfair practices to influence the outcome of the Bid process.

(v) Bid Validity Period

- a. The proposals shall be valid for a period of 06 (Six) calendar months from the date of submission of Bids. A proposal valid for a shorter period may be rejected as nonresponsive. On completion of the validity period, unless the Bidder withdraws his proposal in writing, it will be deemed to be valid until such time that the Bidder formally (in writing) withdraws his proposal.
- b. In exceptional circumstances, at its discretion, DAVV may solicit the Bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing or by email.

(vi) Modification and Withdrawal of Bids

No proposal may be modified / withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the Bidder on the proposal form. In case the Bidder wishes to withdraw the Bid after the date of opening of the bids he may do so, but the EMD of the Bidder shall be forfeited.

(vii) Opening of Bids

(a) Opening of Technical Bid

The Online Bid shall be opened in the presence of Bidders 'representatives who choose to attend the Bid opening sessions on the specified date, time and address. The Bidders representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for DAVV the Bids shall be opened at the same time and location on the next working day or any further date convenient to DAVV and will be intimated to bidders.

(b) Evaluation of Technical Bid

- a. Tender Evaluation Committee [TEC] duly appointed by DAVV shall evaluate the Technical Bids.
- b. The evaluation shall be done for only those Bidders, whose EMD amount is in order as per the RFP.
- c. Bidders need to fulfil all the Qualification conditions mentioned in Qualification Criteria of the RFP. TEC will examine the Bids to determine whether they are complete, whether the Bid format conforms to the RFP requirements, whether documents have been properly signed, and whether the Bids are generally in order.
- d. Bids of Bidders whose Qualification proposal do not meet the set criteria shall be rejected forthwith.
- e. TEC may seek oral clarifications with the Bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the Bid Documents. The Committee may seek inputs from their professional, technical faculties in the evaluation process.
- f. Conditional Bids will be rejected.
- g. The decisions of the Tender Evaluation Committee on whether the tenders are responsive or non-responsive will be final.
- h. A Bidder, at any stage of tender process or thereafter, in the event of being found after verification by the Tender Inviting Authority, to indulge in concealment or misrepresentation of facts, in respect of the claims of the offer, shall be debarred/black listed and agreement / contract / LOI / work order will be cancelled.

(c) Bids Not Considered for Evaluation

Bids that are rejected during the Bid opening process due to incomplete documentation or late receipt shall not be considered for further evaluation. The DAVV, in its discretion, reserves the right to reject all or any of the Bids without assigning any reason.

(d) Opening of Financial Bids

- a. Only the Financial Bids of those companies/firms qualified in the detailed scrutiny and evaluation of the Technical bid conducted by the Tender Evaluation Committee / Tender Inviting Authority shall be opened in the second round.

- b. The Financial Bid shall be submitted in the format given in this document as Financial Bid Form. The Financial Bids submitted in any other formats will be treated as non-responsive and not considered for tabulation and comparison.
- c. The Price offered should be given strictly on the format given in the Financial Bid only.
- d. The financial bid offer should have detail of all payable taxes and GST etc.
- e. Financials Offered shall be in Indian Rupees.
 - f. If the contract attracts any statutory deductions, the same will be deducted while settling the payment.
 - g. There should not be any hidden costs.

(E) Comparison of Financial Bids

- a. The commercial quote of the Lowest Bidder shall be notified as L1. In case L1 offers to execute the work as per the schedule and location specified in the RFP, the Tender Evaluation Committee [TEC] then shall have the rights to give the order to the L1. DAVV may award the contract to the Bidder whose Bid is found to be most responsive, competitive and technically sound.
- b. In case L1 backs out, it shall be blacklisted from participating in any future bidding of DAVV / Government of Madhya Pradesh projects and are liable for legal action by DAVV / Government of Madhya Pradesh. In such case, university may negotiate with L2 to work on L1 rates and if L2 found suitable the contract may be awarded to L2.

(F) Negotiation

Normally, there would be no post RFP negotiations. If at all negotiations are warranted, it would be only under exceptional circumstances and DAVV shall reserve the right to negotiate with the Bidder based on the evaluation of the proposals.

(G) Rectification of Errors

- a. Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted price will be entertained after the proposals are opened. All corrections, if any, should be initialled by the person signing the proposal form before submission, failing which the figures for such items may not be considered.
- b. Arithmetic errors in proposals will be corrected as follows: In case of discrepancy between the amounts mentioned in figures and in words, the amount in words shall govern. The amount stated in the proposal form, adjusted in accordance with the above procedure, shall be considered as

binding, unless it causes the overall proposal price to rise, in which case the proposal price shall govern.

(H) Contacting DAVV

a. No Bidder shall contact the DAVV on any matter relating to its Bid, from time of opening to the time the work is awarded. If the Bidder wishes to bring additional information to the notice of the RFP Issuing Authority, the same should be done in writing to DAVV. The RFP Issuing Authority reserves the right to decide whether such additional information should be considered or otherwise.

b. Any effort by a Bidder to influence the RFP Issuing Authority in its decision on Bid evaluation, Bid comparison or contract award may result in disqualification of the Bidder's Bid and also forfeiture of his Bid security.

(I) Notification of Award

a. The DAVV may award the contract to the Bidder whose Bid is found to be most responsive, competitive and technically sound. The decision of the DAVV in this regard shall be final and binding on the Bidder(s). The DAVV, however, in its discretion, reserves the right to reject all or any of the Bids without assigning any reason.

b. Purchase Order / Award of Contract (AOC) may be issued only after execution of the Agreement and submission of the Performance Bank Guarantee.

(J) Signing of Agreement

At the same time as DAVV notifies the successful Bidder that its proposal has been accepted and DAVV shall enter into an Agreement with the successful Bidder.

(K) Discharge of Bid Security

Prior to signing of the Agreement, DAVV shall promptly request the Selected Bidder to provide Performance Guarantee. On receipt of the Performance Guarantee, the Bid security of all unsuccessful Bidders will be released. The EMD amount of successful bidders will also be returned.

(L) Expenses for the Agreement

The incidental expenses of execution of Agreement/Contract shall be borne by the successful Bidder.

(M) Bank Guarantee for Performance

a. The successful Bidder shall at his own expense may deposit with DAVV, within 15 (fifteen) days after the receipt of notification of award of the Contract (Letter of Intent) from DAVV, an

unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized Scheduled Bank acceptable to DAVV, in the format prescribed in for the due performance and fulfilment of the Agreement by the Bidder.

b. This Performance Guarantee shall be for an amount equivalent to 3% of Agreement value. All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Guarantee shall be borne by the Bidder. The Performance Guarantee shall be valid for six months post completion of the contract period. Subject to the terms and conditions in the performance Bank Guarantee, at the end of 6 months of completion of contract, the Performance Bank Guarantee may be discharged/ returned by DAVV upon being satisfied that there has been due performance of obligations of the Bidder under the Agreement. However, no interest shall be payable on Performance Guarantee.

c. The Performance Guarantee may also be submitted as Demand Draft/Banker's Cheque from a Scheduled Bank.

Format 1 – Covering Letter

To,

Date :

The Registrar,

Devi Ahilya University (DAVV)

Nalanda Campus, R. N. T. Marg,

Indore (M.P.),India Pin- 452 001

Name of Work : Digitalization & E-Cataloguing of Old Tabulation Charts

Dear Sir,

Having examined the complete RFP, we are sure to complete all the qualification criteria as mentioned in the RFP and are fully competent to undertake the project and are fully confident to complete the project in scheduled timeframe given.

We confirm that all the enclosures given in this tender document are true and correct to the best of our knowledge. The proposal includes all information necessary to ensure that the statements do not in whole or in part mislead the DAVV.

We also agree that you reserve the right in absolute sense to reject all or any of the services specified in the RFP response without assigning any reason whatsoever. It is hereby confirmed that I am entitled to act on behalf of our company / firm and empowered to sign this document as well as such other documents, which may be required in this connection.

Signature (in the capacity of)

Duly authorized to sign the RFP response for and on behalf of:

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

Format 2 – General Information about the Bidder

Details of the Bidder		
1	Name of the Bidder	
2	Address of the Bidder	
3	Registration number for – “Certificate of Registration with government of MP” from Government of MP, Registrar, Firms and societies including “name change certificate” (if any)”. .	
4	Details of Incorporation of the Company	Date:
5	Details of Commencement of Business	Date:
6	Valid GST Registration No.	
7.	Permanent Account Number (PAN)	
8.	Name & Designation of the contact person to whom all references shall be made regarding this RFP	
9.	Telephone No. of <ul style="list-style-type: none"> ● Office (with STD code) ● Contact Person (Mobile) ● Name of Alternate Contact Personal with Mobile No.
10.	Email of the contact person:	

Signature (in the capacity of)

Duly authorized to sign the RFP response for and on behalf of:

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

Format 3 – Declaration Regarding Clean Track Record

To,

Date :

The Registrar, DAVV,

Nalanda Campus, R. N. T. Marg,

Indore (M.P.), India Pin- 452 001

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document. I hereby declare that my Company as on date of submission of the proposal is neither blacklisted by Central Government / State Government or any organization/ firm thereof nor any criminal case against the Bidder / Its Partners / Directors / Agents is pending before any court of Law. I further certify that I am competent officer in my Company to make this declaration.

Yours faithfully, (Signature of the Bidder) Printed Name Designation

Seal Date:

Address:

(This declaration should be made on Company's/Firm's letterhead)

ANNEXURE G – FINANCIAL BID FORMAT

FINANCIAL BID

(To be printed on letterhead and to be included in Financial Proposal Envelope)

To,

.....

.....

Dear Sir/ Madam,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, I / we, the undersigned, offer to supply and work as service providers for the All the assigned work for Devi Ahilya Vishwavidyalaya (DAVV) Indore M.P. as mentioned in the scope of the work &in conformity with the said bidding documents.

I / We undertake that the prices are in conformity with the requirement as specified in the tender.

This above quote is inclusive of all cost likely to be incurred for executing this work including recurring cost, if any and all taxes, duties etc.

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

Dated this Day

of XX

(Signature)

(In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of:

.....

(Name and address of the Bidder)

Seal/Stamp of Bidder

ANNEXURE H – DETAILED FINANCIAL BID

To,

Subject: Financial Bid for **Digitalization & E-CATALOGUING of Old Tabulation Charts.**

Sir/Madam,

With reference to tender document we submit our financial bid as under:

FORMAT FOR COMMERCIAL BID

Financial Bid Forms

The Bidders are requested to fill ONLY the form available ONLINE.

Sl. No.	Description	Rate per page (Exclusive of Taxes) (15*12 Inches)
A	B	C
1	COST OF SCANNING PER PAGE (one Side), / DIGITIZATION of A4 / LETTER / LEGAL/ A3/ A2/ A1/ A0 PAGE, Data-Entry, Image Uploading on server), Software Development.	

DECLARATION

I / We agree to keep this offer valid for Six Month from the date of submission of the bid. We shall also be agreeable to extent the validity of the bid,

I / We agree and undertake to abide by all the terms and conditions of the bid document. In witness thereof, I/We submit this Bid under and in accordance with the terms of the bid document. I / We agree to make deductions of TDS and payment of GST as per rules from the payments.

Yours faithfully,

Date:

(Signature of the Authorized Signatory)

Place:

Name and seal of Bidder/Lead Firm