

No.D-28016/01/2022-Admn.(L&DO)-MoHUA/394

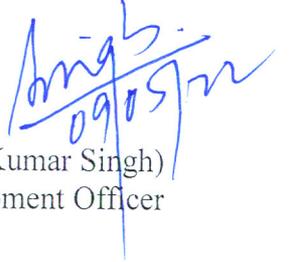
Government of India
Ministry of Housing and Urban Affairs
Land & Development Office
Nirman Bhawan, New Delhi.

Dated: May 9th, 2022.

NOTICE INVITING TENDER

Sub:- Quotation for scanning of official records/files and stitching/Binding of files/ registers etc. in Land & Development Office for one year during 2022-23 – regarding

Sealed quotations are invited from registered/ reputed firms for award of annual contract for scanning of official records/files and stitching/Binding of files/ registers etc in Land & Development Office, Nirman Bhawan for one year during 2022-23 on the terms and conditions mentioned at Annexure-I. Firms interested to undertake the above mentioned work may please submit sealed quotations in the enclosed proforma (Annexure-II) addressed to Dy. Land & Development Officer (Admn.), Land & Development Office, Nirman Bhawan, New Delhi-110011 and deposit the same in Room No. 633, A Wing or Admn. Section, Room No.635 'A' Wing latest by 03.00 PM on 19.05.2022. The bids will be opened at 4.00 PM on 19.05.2022 in Conference Room No. 610 'A' Wing, Nirman Bhawan, New Delhi-110011. The quotations must accompany the quotation letter. The envelope should be super-scribed "QUOTATIONS FOR SCANNING OF OFFICIAL RECORDS/FILES AND STITCHING/BINDING OF FILES/REGISTERS ETC. IN LAND & DEVELOPMENT OFFICE FOR THE PERIOD OF ONE YEAR DURING 2022-23."


(Pappu Kumar Singh)
Dy. Land & Development Officer

Copy to:-

1. Computer Cell, NIC for publishing the invitation for quotation on L&DO Website.
2. Notice Boards of L&DO.
3. Guard file.


Dy .Land and Development Officer

TERMS AND CONDITIONS:

1. The period of contract will be one year. L&DO may extend the contract on the existing rates and Terms & Conditions if the services of the firm are found satisfactory. L&DO, however, reserve the right to terminate the contract at any time without assigning any reasons therefore.
2. The Firm/Contractor should be registered with Delhi Sales Tax Department/ GST registration/service tax registration/Income Tax certificate. Documentary evidence should be furnished along with the tender document.
3. The work is to be carried out in the Office premises of L&DO at Nirman Bhawan. The service provider should have/ arrange all the equipment, hardware, software, manpower etc. for the scanning as well as stitching work during the contract period.
4. **Scanning basic requirements** (subject to other requirements that may emerge in future): Scanning Resolution (dpi) 300, document size A4/legal, document 10 to 100 year old, color speed of scanning number of pages 20001 to 50000 per day, Making searchable PDF with size limit 20MB.
5. **Stitching basic requirements** (subject to other requirements that may emerge in future): Stitching/ Binding of files/ registers/ service books etc.
6. No advance payment will be made in any case.
7. Skilled staff should be deployed in L&DO on all working days during Office hours and in the urgency on holidays also, by the successful bidder for scanning and stitching.
8. The bidder shall indicate the complete address of their firm/office and residence along with telephone numbers and other related information.
9. The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to enclose undertaking to this effect with bid.
10. An office of the Service Provider must be located in the state of Consignee.
11. Bidder/ Supplier/ Organization/ Proprietor/ ANY of the Director(s) shall not be banned or suspended or black listed by any Government / Public Sector Undertaking / Corporate organization or convicted in any Court of Law across India or declared Bankrupt or insolvent. A self declaration certificate must be enclosed with the quotation on Bidders Official Letter Head.
12. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, Terms & Conditions and Corrigendum, if any.

13. The successful bidder will be required to deposit "Performance Security Deposit" in the form of Bank Guarantee or FD of Rs. 50,000/- (Rupees Ten Thousand only) which will be refundable after 60 days on successful completion of contract. The performance Security Deposit will be forfeited if during the period of contract, the services of the contractor are found unsatisfactory in any respect or in the event of breach of contract by him before the date of maturity of the contract.

14. During the entire period of contract, no request for any increase in the rates on any account would be entertained and the performance would be reviewed from time to time. In case, the contractor fails to cope with the workload or does not render satisfactory service, the contract awarded to him shall be cancelled forthwith without giving any notice or without assigning any reason and his security deposit and payment due to the firm, if any, shall be forfeited. In such circumstances, the work will be got done from any firm in the field at the risk and cost of the firm awarded the contract and payment made for repair/maintenance on this account will be deducted from the pending bills or "Performance Security Deposit" of the firm. In this connection, the decision of L&DO shall be final and binding on the contractor.

15. If the work of the contractor is found unsatisfactory or the Staff deployed by the successful firm is not punctual and regular, penalty amounting to Rs. 500/- (Rupees Five Hundred) per day will be imposed on the firm and the same will be deducted from the pending bills/"Performance Security Deposit" of the firm and the contract can be terminated by L&DO at any time without assigning any reasons therefore. The decision of L&DO shall be final and binding on the contractor.

16. L&DO reserves the right to reject any quotation(s) in full or in part without assigning any reasons thereto.

While submitting the quotation for this work, the bidder will be deemed to have read, understood and accepted all the terms and conditions stated above.

ANNEXURE-II

Sl. No.	Description of the job	Rates (excluding GST)
1.	Scanning Resolution (dpi) 300, document size A4/legal, document 10 to 100 year old, color speed of scanning number of pages 20001 to 50000 per day, Making searchable PDF with size limit 20MB	Per page
2.	Stitching of file	Per file
3.	Binding of registers/ service books etc.	Per file