

INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT

(An autonomous body under Ministry of Tourism, Govt. of India)
GOVINDPURI, GWALIOR, 474011, (M.P.)

F.No. 2-Inst(Misc)2022-Admn

Dated: 20.05.2022

**INVITATION OF EXPRESSION OF INTEREST FOR SCANNING/DIGITIZATION OF
RECORDS OF INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT
(IITTM)**

The Indian Institute of Tourism and Travel Management (IITTM) is an autonomous body under Ministry of Tourism, Government of India. IITTM wishes to implement e-Office and want to digitize its data / records.

IITTM invites sealed Expression of Interest (EOI) from well established Vendors/ service providers, registered as Company under Indian Companies Act, 1965 or MSME or DIPP having relevant experience, GST certificate and PAN number, to provide services for scanning / digitization of data and records (i.e. Examination, Finance, Academic, Administration, Library, Accounts etc.), by using latest innovative technologies of various units of the Institute at the institute's location.

Important dates are as follows:

1. Last date of submission of EOI extended to: 07.06.2022 till 5:00 P.M.
2. Date of presentation by vendors : 08.06.2022
3. Date & Time of Opening of Quotations : 08.06.2022 at 04:00 P.M.

Place of receiving and opening of Tender Bids :

**Director, Indian Institute of Tourism and Travel Management,
Govindnपुरi, Gwalior-474011**

Incomplete tender/tenders received beyond date/time notified above shall be out rightly rejected.

Director
Indian Institute of Tourism & Travel Management

TWO BID SYSTEM

All bidders required to submit their offers in two covers as under:-

(a) FIRST COVER (Technical Bid) should contain the following:-

- i) Tender documents all pages duly completed and signed BUT WITHOUT INDICATIONG THE RATES QUOTED
- ii) Earnest Money (If applicable)
- iii) Proof of Tender Cost
- iv) Copy of registration under Indian company act 1965/ MSME. DIPP
- v) Performance statement of last three years.
- vi) Photo Copy of PAN.
- vii) EMD.
- viii) Any other relevant documents which the firm wishes to submit.

(b) SECOND COVER (Commercial / Price Bid) should be contain the following :

- i) Rate of entire work per page basis

This cover should thereafter, be kept in a third cover and again sealed. This cover should also be super scribed with the tender no. and date of tender opening. The composite bid i.e rate indicated in the technical bid "OPENLY" shall be ignored.

1. FEE FOR TENDER DOCUMENTS

The fee for tender documents will be **Rs 1,000/-** (Rupees One Thousand Only) non-refundable. The tender fee shall be paid digitally transfer in the IITTM's Bank accounts of Punjab National Bank, Chetakpuri Branch, Gwalior **i.e. 2964002100000866, IFS Code-PUNB0296400** or in the form of Demand Draft of any Nationalized/ Scheduled, Commercial Bank, in favour of **"Director IITTM"** payable at **Gwalior Madhya Pradesh**. The proof of fee shall be submitted along with the Technical Bid of the Tender Document.

2. EARNEST MONEY DEPOSIT

An Earnest Money Deposit (EMD) should be submitted in the Technical bid of the tender, without which the tender shall be invalid. The amount of EMD will be **Rs.50,000/-** (Rupees Fifty Thousand Only) payable in the form of demand Draft/ Bank Guarantee in favour of **"Director IITTM"** payable at **Gwalior, Madhya Pradesh**.

In case of unsuccessful bidder, the EMD will be released to them against written application without any interest accrued thereon at the earliest and after the acceptance of the contract by the successful bidder.

In case of successful bidder, after acceptance of the work order, the EMD shall be refunded on receipt of the Performance Bank Guarantee (PBG) of amount equivalent to EMD from any nationalized/ scheduled commercial bank, drawn in favour of **"Director-IITTM"** enforceable at **Gwalior Madhya Pradesh** shall be deposited in IITTM for safeguarding the interest in all respects.

The EMD or PBG will be released against written application after successful completion of the contract.

3. GENERAL TERMS AND CONDITIONS

Only those bidders who fulfill the following terms and conditions may submit their bids:-

- 3.1 Firms willing to bid for the above mentioned works must have minimum experience of three years.
- 3.2 The Company Firm must have gross turnover of **Rs.45.00 lakhs** (*cumulative*) during the last three financial years duly certified by the Chartered Accountants (CA).
- 3.3 Tender with overwriting, alternations will not be considered. **Only typed/printed quotations** will be accepted. The bidder should number each page and sign in each page of the tender documents along with the Official Seal/ Stamp.
- 3.4 Tender should mention the period for completion the work in 3 months on receipt of orders irrespective of the any obstruction failing which a penalty of 1% per day of indented value will be imposed and the work will be awarded to next panelist of vendors.
- 3.5 The vendor should provide enough equipment so as to complete the scanning and digitization in the limited time provided by the end user departments.
- 3.6 The payment will be released on submission of bills after satisfactory completion of work awarded. No advance payment will be made. No interest or other charges will be paid on payments if any, delayed sometimes due to administrative reasons. Recovery of TDS/ GST etc. as admissible under rules will be effected.
- 3.7 The Director-IITTM Gwalior reserves the right to reject all or any tender without assigning any reason thereof.

4. Scope of Work

- 4.1 Scanning/digitization, Indexing, Storing, Archiving & Retrieval of records in digital form in secure manner in the specified period.
- 4.2 Creation and Integration of data and data base structure.
- 4.3 Setup of scanning and digitization facility at the End User Department's office.
- 4.4 The vendor should provide enough equipment so as to complete the scanning and digitization in the limited time provided by the end user

5. Project involves broadly following activities :

- 5.1 Pre-Scanning activities
- 5.2 Scanning activities for all sizes of paper including service book, files & BOG's proceedings etc. (i.e. A4, A5, A3, Legal etc)
- 5.3 Image Enhancement
- 5.4 Indexing/data Entry/Uploading of data/record
- 5.5 Storage & Retrieval of digitized documents
- 5.6 Uploading the above scanned documents on e-office portal

Note: A complete solution including hardware/software (server, storage etc) requirements has to be proposed by the vendor.

6. Qualifying Criteria

Qualifying Criteria	Documentary Evidence
Firm should be a company registered under Indian Companies Act 1956 or a Partnership Firm registered under Indian Partnership Act, 1932.	The copy of Registration Certificate issued by Registrar of Firms/ Certificate of Incorporation issued by Registrar of companies must be attached.
Firm should have minimum cumulative turnover of Rs.45.00 lacs from scanning & DMS over last 3 financial years.	Copy of the audited Profit & Loss Statement & Balance Sheet of the firm and Certificate from the Chartered accountant clearly stating the turnover from scanning and document management solutions.
Firm (not Individual) should have valid documentary proof of GST and other applicable taxes registration numbers.	Copy of Good & Service Tax certificate (GST)
Firm should have valid Income Tax Returns for the last three financial years and Firm (not individual) should have PAN Card. Firm must be a profit making company/ firm for past three years.	Income Tax Returns for the last three financial years. Provide a copy of PAN Card.
Firm should have capability of inventory making, Document Preparation, Scanning, Post Scan Document Preparation, ICR (Intelligent Character Recognition) OCR (Optical Character Recognition) software and process management system. This capability must be proven in at least one of the Govt. projects.	Orders and Acceptance Certificate of complete project and end to end completion of part of the project must be enclosed covering all these areas.
Firm should have high speed scanners. Firm should have minimum one book scanner of A0 to A4 Size. Failing which the EOI will be rejected.	Documentary proof must be submitted to affirm claims about the possession of equipment / licenses.
Firm should have Licensed version of PDF compressor /PDF creator/ PDF convertor.	Documentary proof must be submitted to affirm claims about the possession of equipment / licenses.

Note: All center govt. rules and regulations will be applicable in case of MSME / DIPP registered companies / start ups.

7. Other Terms & Conditions

- 7.1 The EOI should include a description of the firm's profile and details of relevant experience.
- 7.2 A demonstration of the proposed solution shall have to be given to the Committee on 08.06.2022.
- 7.3 The firm shall have to arrange its own staff for the entire scope of work. IITTM will not bear any expenses and not accept responsibility for the same.
- 7.4 Based on the demonstration of the solutions and discussions, it shall be decided whether commercial offers be called from the vendor whose solution is found suitable or fresh tenders are to be called after finalization of the tender documents.
- 7.5 The interested firms can inspect the concerned records after contacting the Program Officer (adm.), IITTM, Gwalior during working hours of the institute.
- 7.6 For any query related to EOI will be entertained by Program Officer (adm.), IITTM, Gwalior during working hours or through email: shivram.maurya@iittm.ac.in.
- 7.7 The authority shall reserve the right to reject any "expression of interest" without assigning any reason thereof.
- 7.8 The sealed EOI should reach in the name of **"Director, IITTM, Govindpuri, Gwalior - 474011 latest by 07.06.2022 at 5.00 PM.**
- 7.9 The "Expression of Interest" received after due date and time (i.e. 07.06.2022. at 5.00 PM), shall not be entertained.

ANNEXURE-I (FORMAT OF TECHNICAL BID)
(To be submitted on letterhead of the firm)

To:
The Director,
Indian Institute of Tourism and Travel Management
Govindpuri, Gwalior 474011 (MP)

Sub: Submission of Technical Bid for Scanning/Digitization of records.

Sir,

With response to your tender mentioned above, the Technical Bid of our firm basis at **IITTM, Gwalior** are submitted herewith along with the following mandatory documents as mentioned in the tender documents.

SL NO.	DOCUMENTS NEED TO BE SUBMITTED	WHETHER ATTACHED (Tick YES/NO)		Ref. Page No.	RELEVANT DETAILS
		YES	NO		
01	Tender Document fee	YES	NO		Receipt No date
02	Earnest Money Deposit (EMD)	YES	NO		DD No: Date: Bank Name: Amount: Rs 50,000/- In Favour of: Director-IITTM, Gwalior
03	Satisfactory completion Certificate of 3 (three) similar work done.	YES	NO		
04	Certificate of Registration firm	YES	NO		
05	Proof of office address (telephone bill, electricity bill etc.)	YES	NO		
06	Details of Bank Account of the firm. A cancelled cheque of the account of the firm to be enclosed.	YES	NO		
07	PAN Card	YES	NO		
08	GST Number	YES	NO		
09	Annual turnover certificate of last 03 financial year duly certified by the Chartered Accountants	YES	NO		
10	Income Tax Return and Audited Balance Sheet of the last 03 financial year	YES	NO		
11	Not blacklisted certificate in the form of affidavit.	YES	NO		
12	An undertaking by the Agency for Acceptance & Compliance of all terms & conditions mentioned in this tender.	YES	NO		

Thanking you,
Yours faithfully,

Name and Signature of authorized signatory
Date:-

(Seal of the firm)

ANNEXURE-III (FORMAT OF FINANCIAL BID)
(To be submitted on letterhead of the firm)

To,

The Director,
Indian Institute of Tourism and Travel Management
Govindpuri, Gwalior 474011 (MP)

Sub: Submission of Technical Bid for Scanning/Digitization of records.

Sir,

With response to your tender mentioned above, our firm will be pleased for scanning/Digitization of records at the rates quoted as under.

Sl. No.	Position	Quantity (approx)	Quoted rates per page including GST etc.	In words
1	<ul style="list-style-type: none">• Pre-Scanning Activities• Scanning Activities for all sizes of paper including service book, files & BOG proceedings etc. (i.e. A4, A5, A3, Legal etc)• Image Enhancement• Indexing/data Entry/Uploading of data/record• Storage & Retrieval of digitized documents• Uploading the above scanned documents on e-office portal	2.50 to 3.00 lacs	@	

Thanking you,

faithfully,

Yours

Name and Signature of authorized signatory

Date:-

(Seal of the firm)