

संघ प्रदेश दादरा एवं नगरहवेली तथा दमण एवं दीव प्रशासन / U.T. Administration of DNH and DD
सिविल पंजीकार-सह- उप पंजीकार कार्यालय /Office of the Civil Registrar-cum-Sub Registrar,
मोटी दमण / Moti Daman
दमण / Daman.

Email. crsr-dmn-dd@nic.in

No. CRSR/DMN/82/RFP-SCAN/2022-23/ 238


Dated: 03 /11/2022.

E-Tender (RFP) request for proposal invitation Notice No. 01/2022

The Civil Registrar-cum-Sub Registrar, Daman on behalf of President of India invites (RFP) through online on <https://ddtenders.gov.in> from reputed organization, agencies for "Request for proposal (RFP) for selection of Service provider for scanning, restoring & development of web application for Digitalization of records management system in the office of the Civil Registrar-cum-Sub Registrar, Daman"

Sr. No.	Tender ID. No.	Tender (RFP) Download start Date	Tender (RFP) Download End Date	Last date for submission proposal
1	2022_DAMAN_2456_1	02.11.2022	08.12.2022	08.12.2022

Encl. As above.


Civil Registrar-cum-Sub Registrar,
Daman.

Data-Sheet

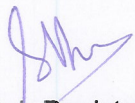
The Tender Inviting Authority, Daman invites online e-tender on <https://ddtenders.gov.in> from approved and eligible Firms/ Agencies.

RFP Reference Number: CRSR/DMN/82/RFP-SCAN/2022-23

Bid Data Sheet

SN.	Information	Details
1.	Project Name	Scanning, Restoring and Development of Web Application of Digitalization of Records Management System for Office of the Civil Registrar-cum- Sub Registrar, Daman.
2.	Bid Document reference no. and Start Date	CRSR/DMN/82/RFP-SCAN/2022-23 02.11.2022
3.	Bid Type	Open Tender via e-Tendering system
4.	Bid Document Price	Rs. 2000/-
5.	Earnest Money Deposit (EMD)	Rs. 2,00,000/-
6.	Last date for submission of written queries by bidders	12.11.2022 time 3.00 p.m
7.	Place, Date and Time of pre-bid conference	17.11.2022 time 3.00 pm.
8.	Response to the bidders questions/Corrigendum	24.11.2022
9.	Last date for submission of tender offer	08.12.2022 time 3.00 pm
10.	Opening of bid	08.12.2022 time 4.00 pm
11.	Addressee and Address for the EMD to be submitted	The Sub Registrar, Office of the Civil Registrar-cum- Sub Registrar, Collectorate, Daman.
12.	Performance Bank Guarantee	10% of the contract value
13.	Language of Bid	English
14.	Bid Validity Period	180 Calendar Days from the Date of Opening of Bid
15.	Performance Security Validity Period	Valid up to the entire contract period (including defect liability period or payment of final bill whichever is later

SN.	Information	Details
16.	Opening of Financial Bid	Will be intimated later
17.	Query Submission email	crsr-dmn-dd@nic.in
18.	Contact Person for clarification of Queries	The Sub Registrar, Office of the Civil Registrar-cum- Sub Registrar, Collectorate, Daman.
19.	Contact Information	0260-2231778
20.	Website for online submission	ddtenders.gov.in
21.	Project duration	18 months


 (Sub Registrar),
 Office of the Civil Registrar-cum-Sub
 Registrar,
 Collectorate, Daman.



UT Administration of Dadra & Nagar Haveli and Daman & Diu

Request for Proposal (e-Tender)

for

Selection of Service Provider for Scanning, Restoring and Development of
Web Application of Digitalization of Records Management System for Office of
the Civil Registrar-cum-Sub Registrar, Daman

Issued By

Office of the Civil Registrar-cum-Sub
Registrar, Daman

Collectorate, Daman.

Phone: 0260-2231778

Email: crsr-dmn-dd@nic.in

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Data-Sheet

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21.	Project duration	18 months

(Sub Registrar),
Office of the Civil Registrar-cum-Sub
Registrar,
Collectorate, Daman.

Disclaimer

The information contained in this Request for Proposal document (hereinafter referred to as "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Office of the Civil Registrar-cum-Sub Registrar, Collectorate, Daman or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial offers pursuant to this RFP (the "Bid"). This RFP includes statements, which reflect various assumptions and assessments arrived at by the Office of the Civil Registrar-cum-Sub Registrar, Collectorate, Daman in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Office of the Civil Registrar-cum-Sub Registrar, Collectorate, Daman, its employees, or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Office of the Civil Registrar-cum-Sub Registrar, Collectorate, Daman accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Office of the Civil Registrar-cum-Sub Registrar, Collectorate, Daman, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered

on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid Stage.

The Office of the Civil Registrar-cum-Sub Registrar, Collectorate, Daman accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Office of the Civil Registrar-cum-Sub Registrar, Collectorate, Daman may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Office of the Civil Registrar-cum-Sub Registrar, Collectorate, Daman is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the scanning, restoring and development of web application of digitalization of records management system. The Office of the Civil Registrar-cum-Sub Registrar, Collectorate, Daman reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Tender Inviting Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Tender Inviting Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

Letter of Invitation

The Office of the Civil Registrar-cum-Sub Registrar, Collectorate, Daman has envisaged a project of scanning, restoring and development of web application of digitalization of records management system for Office of the Civil Registrar-cum- Sub Registrar, Daman.

The information contained in this Request for Proposal document (hereinafter referred to as "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Office of the Civil Registrar-cum-Sub Registrar, Collectorate, Daman, or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial offers pursuant to this RFP (the "Bid"). This RFP includes statements, which reflect various assumptions and assessments arrived at by the Office of the Civil Registrar-cum-Sub Registrar, Collectorate, Daman in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Office of the Civil Registrar-cum-Sub Registrar, Collectorate, Daman, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

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The Office of the Civil Registrar-cum-Sub Registrar, Collectorate, Daman, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid Stage.

The Office of the Civil Registrar-cum-Sub Registrar, Collectorate, Daman accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Office of the Civil Registrar-cum-Sub Registrar, Collectorate, Daman may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Office of the Civil Registrar-cum-Sub Registrar, Collectorate, Daman is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the scanning, restoring and development of web application of digitalization of records management system. The Tender Inviting Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Tender Inviting Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Tender Inviting Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

Abbreviations & Definitions

Authority	“Authority” means the Collector, Daman.
BG	Bank Guarantee
Bid/e-Bid	“Bid” means a formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal or quotation in electronic Format.
BidSecurity	A security provided to the procuring entity by a bidder for securing the fulfillment of any obligation in terms of the provisions of the bidding documents.
Bidder/Agency/ Firm/Supplier	Any person/firm/agency/company/Bidder/supplier/vendor /Consortium participating in the bidding process.
BiddingDocument	Documents issued by the Tender Inviting Authority, including any amendments thereto, that set out the terms and conditions of the Given procurement and includes the invitation to bid.
Contract	“Contract” means the agreement entered into between the Authority and the successful/selected bidder, as recorded in the contract form signed by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein and shall be deemed to include all the conditions set forth in this RFP.
Completion	Completion means the fulfillment of the related services by the successful/selected bidder in accordance with the terms and conditions set forth in the Contract.
Consortium	Means an association, typically of several companies
Day	“Day” means a working day.
Joint Venture	A commercial enterprise undertaken jointly by two or more parties which otherwise retain their distinct identities.
Maintenance	“maintenance” means taking care of machine, locate, remove & repair technical faults, identify software related problems such as run time error, viruses etc. & reload the

	machine with software and any other task to be performed to keep the system functional.
Project completedness	“project completedness” means Hardware is supplied, installed and commissioned, requisite Application Software is installed, connectivity setup is established, requisite manpower is deployed, the entire set up as defined in the scope of work has become functional & the transactions can be done on computers.
Services	“Services” means services to be provided as per the requirement mentioned in the scope of work.
Similar Projects	For the purpose of pre-qualification as well as technical evaluation of the bidders under this RFP, “Similar Projects” shall mean the assignments that meet all the following conditions: <ul style="list-style-type: none"> <i>i. Projects services of more than INR 40 lakhs</i> <i>ii. Ongoing/completed projects, where the scanning, digitalization of records not older than 7 years as on the date of publishing of the RFP.</i>
SLA	Service Level Agreement.
SOW	Scope of Work.
Successful bidder	Means the bidder whose bid to perform the contract has been accepted by the Authority and is named as such in the Agreement.
Tender Inviting Authority	The Sub-Registrar, Office of the Civil Registrar-cum-Sub Registrar, Collectorate, Daman.
UT Administration	means the Union Territory of Dadra & Nagar Haveli and Daman & Diu.

1. Introduction

The Office of the Civil Registrar cum Sub Registrar, Collectorate, Daman desires to do the work of scanning, restoring and development of Web Application of digitalization of Records Management System and preserve the Legacy data for future reference.

To implement the program in the District, the Office of the Civil-Registrar-cum-Sub-Registrar, Daman requires the services of an implementing agency to assist it. Detailed activities along with technical guidelines to be implemented in this programme are as per this RFP.

The Sub-Registrar, of the Office of the Civil-Registrar-cum-Sub-Registrar, Daman invite proposals to provide services as per terms and conditions set out in this RFP document. You are invited to participate in the bid process as per the eligibility and technical qualification criteria of this RFP.

2.Objectives

1. To conduct the office procedure electronically for a simplified, responsive, effective and transparent working.
2. To preserve and protect the copies of registered documents in electronic form for posterity.
3. Less Storage space for preserving the documents.
4. Establishing a paperless environment in its office.
5. Maintain all records in integrated digital form in a central repository.
6. To make documents and files accessible to multiple users simultaneously.
7. To store and route documents electronically.
8. To use Document Management System for easy storage, retrieval and sharing.
9. Increase in productivity of processes and office personnel
10. Reduced turnaround time of processes
11. Increase control over all the important digitalized documents by restricting access.
12. To have a specified index, year-wise.

3. General Conditions

3.1 Standard of Performance: -

The Bidders shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall employ appropriate advanced technology.

3.2 Law Governing Services :-

The Bidders shall perform the Services in accordance with the Applicable Law. The Department shall advise the Bidders to comply with the relevant laws. Law applicable in India and Union territory of Dadra & Nagar Haveli and Daman & Diu shall be treated as applicable laws.

3.3 Payment: -

In consideration of the Services performed by the Bidders under this Agreement, the Authority shall make to the Bidders such payments and in such manner as is provided in this tender.

3.4 Change in the Applicable Law: -

If after the date of this Agreement, there is any change in the applicable Law with respect to taxes and duties and as a result there is any increase or decrease in tax liabilities within the work completion period, then no extra charge shall be payable to the agency. However, if there is any delay in completion of work, and this delay is because of the reasons beyond the control of the agency, and any such increase or decrease happens after the work completion period, then any such increase shall be reimbursed to the agency.

3.5 Confidentiality: -

The Bidders and the Personnel of either of them shall not, either during the term or after the expiration of this Agreement, disclose any proprietary or confidential information relating to the Project, the Services, this Agreement or the Authority's operations without the prior written consent of the Authority.

3.6 Liability of the Bidders: -

Subject to additional provisions, if any, set forth in the Agreement, the Bidders liability under this Agreement shall be as provided by the Applicable Law.

3.7 Records scanned by the Bidders to be the Property of the department: -

All documents scanned by the Bidders in performing the Services shall become and remain the property of the Department, and the bidder shall not later than upon termination or expiration of this agreement, deliver all such documents to the Authority, together with a detailed inventory thereof. The bidders may retain a copy of such documents but the same shall not be used or disclosed by them to any other person without the written consent of the authority, failing which legal consequences will be applicable.

3.8 Documents furnished by the department: -

Documents made available to the Bidders by the department, or representative of the department, shall be the property of the department and shall be marked accordingly. Upon termination or expiration of this Agreement, the Bidders shall make available to the department an inventory of such documents and shall dispose of such documents in accordance with the department's instructions.

3.9 Currency of Payment: -

All payments shall be made in Indian Rupees only.

3.10 Fairness and Good Faith: -

The Parties shall undertake to act in good faith with respect to each other's rights under this Agreement and to adopt all reasonable measures to ensure the realization of the objectives of this Agreement.

3.11 One Bid Per Bidder:-

Each bidder shall submit only one tender. If a bidder participates in more than one bid, the bids are liable to be rejected.

3.12 Cost of Bid:-

The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligent activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by the Department to facilitate the evaluation process, and in negotiating a definitive agreement and all such activities related to the bid process. This RFP does not commit to award an agreement or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation to award of the agreement for implementation of the project.

3.13 Amendment of RFP

At any time prior to the deadline for submission of proposals, the Authority may, for any reason, modify the RFP by amendment. The amendment will be uploaded on online through <https://ddtenders.gov.in> and such amendment shall be binding on the bidders. The Authority at its discretion may extend the deadline for the submission of proposals.

3.14 Language of Proposals

The proposal and all correspondence and documents shall be written in English. All proposals and accompanying documentation will become the property of the department and will not be returned.

3.15 Right to Terminate the Process

The Authority makes no commitment, explicit or implicit, that this process will result in a business transaction with anyone. The Authority, however, reserves the right to terminate the process at any time without giving a reason.

3.16 Force Majeure

1. Definition:

1. For the purposes of this offer, Force Majeure means an event which is beyond the reasonable control of an agency, and which makes a party's performance of its obligations hereunder impossible or so impractical as reasonable, to be considered impossible in the circumstances, and includes, but is not limited to, war riots, civil disorder, earthquake, fire explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes.

lockouts or other industrial action are within the power of the agency invoking Force Majeure to prevent), confiscation or any other action by the Government Agencies.

2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of an agency nor (ii) Any event which a diligent party could reasonably have been accepted to both.
3. Force Majeure shall not include insufficiency of funds or failures to make any payment required hereunder.

2. Measures to be taken:

1. The agency affected by an event of Force Majeure shall take all reasonable measures to remove such party inability to fulfill its obligations hereunder with a minimum of delay.
2. The agency affected by an event of forced Majeure shall notify the other party of such event as soon as possible and in any event not later than 14 days following the occurrence of such event providing evidence of the nature and course of such event and shall similarly give notice of the restoration of the normal condition as soon as possible.
3. Party shall take all responsible measures to minimize the consequences of any event of forced Majeure.

3.Extension of time:

Any period with the agency shall complete any action or task shall be extended for a period equal to the time during which such party was unable to perform such action as a result of forced Majeure.

4.Consultation:

1. Not later than 30 days after the event; as a result of an event of forced Majeure have become unable to perform a material portion of the services, the party shall consult with each other with a view to agreeing on appropriate measures to be taken in their circumstances.
2. Faults arising due to the Force Majeure, accidents or mishandling of Machineries by the operators will not be covered under the scope of this work. Such faults, if and when arises, will be taken into consideration separately by the agency.

3.17 Disputes:

The disputes arising out of the contract shall be resolved amicably and which will be binding on the parties.

3.18 Fraud and Corrupt Practices

1. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the department shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “**Prohibited Practices**”) in the Selection Process. In such an event, the department shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security, if available, as mutually agreed genuine pre-estimated compensation and damages payable to the department for, *inter alia*, time, cost and effort of the department, in regard to the RFP, including consideration and evaluation of such Bidder’s Proposal.
2. Without prejudice to the rights of the department, if a bidder, as the case may be, is found by the department to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender or RFP issued by the department during a period of two years from the date such Bidder, as the case may be, if found to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them

- i. “**corrupt practice**” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the department who is or has been associated in any manner, directly or indirectly

with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising there-from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the department, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of Department in relation to any matter concerning the Project;

- ii. **“fraudulent practice”** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- iii. **“coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
- iv. **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by Department with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- v. **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

4. Roles and Responsibilities

4.1 Responsibilities of the Department

1. The Civil Registrar-cum-Sub Registrar, Daman will provide only the space for the project work at its office as specified in the scope of works.
2. The Civil Registrar-cum-Sub Registrar, Daman will carry out random checking of the scanned records and the data-base.

3. In order to ensure that the documents are safe and do not go in any unauthorized hands, the Civil Registrar-cum-Sub Registrar, Daman will depute its supervisor(s) at the site of scanning/data entry.
4. Authentication of the work of the service provider shall be done by the authorised person of Civil-Registrar-cum- Sub-Registrar, Daman.
5. Documents scanned by the service provider to be periodically subjected to checks for verification of the quality of documents.
6. At the end of the process, the Civil Registrar-cum-Sub Registrar, Daman will receive the documents, scanned documents uploaded in the Server.

4.2 Responsibilities of Agency

The following are the roles and responsibilities of the Implementing agency which includes:

1. The Agency shall have to work at the Civil Registrar-cum-Sub Registrar, Daman. The Final list of files/records/ Reports will be provided by department.
2. The Agency is obliged to work closely with Civil Registrar-cum-Sub Registrar, Daman staff, act within its own authority and abide by directives issued by Civil Registrar-cum-Sub Registrar, Daman.
3. The Agency is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanor.
4. The Agency is responsible for and obliged to conduct all contracted activities as defined in the scope of work in accordance with the Contract.
5. Arranging necessary computing, scanning hardware or software.
6. Receive the Records along-with covering lists from Civil Registrar-cum-Sub Registrar, Daman Officials. The Agency will have to maintain Registers for receiving the book and subsequent dispatch/handing over to the Authorized Officers of the Civil Registrar-cum-Sub Registrar, Daman.
7. The Agency must ensure that the records are not damaged in any manner. The scanning equipment will be of such quality so that they do not damage the records.
8. Writing the database on USB hard drive and checklists, binding them and finally delivering them to the Civil Registrar-cum-Sub Registrar, Daman.

9. In order to ensure that there are no missing or duplicate Records and / or scanned images, the Agency should develop appropriate software to check against this.
10. Quality control of the scanning work will be an important aspect and the Agency will employ sufficient personnel to ensure good quality of output.
11. As the said work is very confidential and involves high responsibility, the Agency is solely responsible for its security and confidentiality.
12. For the said work, the Civil Registrar-cum-Sub Registrar, Daman will provide the space. No rent will be charged for the use of space. Rates should be quoted taking this factor into account.
13. The Agency should move all his equipment into the premises provided for the job and undertake the work at the said premises. The records shall not be moved out of these premises.
14. The Agency should ensure that Scanners / Manpower are deployed to the maximum capacity in the space provided by Department to complete the project as per timelines.
15. All statutory obligations of the service provider towards his employees shall be fulfilled by the Agency and Civil Registrar-cum-Sub Registrar, Daman shall not be responsible for any such obligations.
16. The Agency shall be responsible to use scanner with minimum resolution of 300 dpi or higher in full colour, and scan the document in 300 or higher DPI in full colour.
17. The quality and clarity of scanning should be beyond doubt and the department's decision in this regard will be final.
18. The Agency will be handed over the documents in a batch and he will cross- check this information and will prepare a list containing discrepancies, if any.
19. The Agency shall be responsible to scan all the pages of the file and carry out Quality Checks in order to ensure that the scanning quality is good, and the pages are perfectly scanned and flagged.
20. The scanned images to be saved in TIFF format. The agency, then to create the PDF/A file for the same.
21. Backup data on daily basis.

22. All the register should be properly maintained detailing all the movement of document (office files/ documents) and should be returned with all the pages intact and secured.
23. The entire process of digitalization of records would involve retrieval of the files / records / Reports from the storage place, open the bundles held in lots, remove the staple pin, scanning each page of all Set, Digitalizing, indexing, uploading, stamping the physical documents and finally re-bundle the files/ records/ Reports (after stapling) in lots and hand over to the authorized person of the department for re-storage.
24. The Agency shall ensure complete secrecy and confidentiality of the documents handed over to it. Disclosure of document in any form by the successful bidder shall be considered breach of contract.
25. Scanning Type: Actual Document
26. Software should be capable of customizes form format, viewing, editing, quick search, Meta data Search and retrieval and customize reports as required by the Department. All the fields on the search and indexing should be in English only.
27. [For the software development, open source technology to be used.](#)
28. [Any license, if required, must be perpetual.](#)

5. Instruction to Bidders

5.1 Joint Venture / Consortium

1. Consortiums/Joint Ventures shall be allowed to participate in the bid, provided they fit following qualification requirements.
 - (a) The no. of consortium members does not exceed three, including the Lead Member.
 - (b) No bidder applying individually or as a member of a Consortium, as the case may be, are member of another Consortium bidding for this project.
 - (c) No changes in either the constitution or terms of constitution of the consortium or joint venture shall be allowed during evaluation of bid or execution of project. If

during evaluation of bid, a consortium leader proposes any alterations/changes in the constitution or replacement or inclusion or expulsion of any partner(s)/member(s) of the consortium which had originally submitted the bid, the bid of such a consortium shall be liable for rejection.

(d) Members of the Consortium shall nominate one member as the lead member (the "Lead Member"): The Lead Member of the consortium would have to individually qualify the basic, eligibility criteria set forth in pre-qualification criteria. The Authority shall deal with only the lead member for the purpose of this assignment. Although the contract shall be signed by all the members of the Consortium / Joint Venture, the lead member of the association of the consultant shall be responsible and liable to the Employer for every aspect of their proposal, contract, etc.

(e) All the members of the Consortium or Joint Venture shall be jointly and severally responsible to perform all obligations specified in this tender.

(f) The sum of the average annual turnovers of all the partners of the consortium should be a minimum of **Rs.1.5 Crores during any 3 financial years of these four financial years (2017-18, 2018-19, 2019-20, 2021-22).**

2. The Lead Member shall be registered in India only. The technical bid shall contain the details of arrangements between the Lead member and other members of the consortium, in the form of an inter-se agreement/Memorandum of Understanding – intending to enter into a firm agreement for the project execution, between them. This MoU must accompany the bid which should clearly define the role/scope of work of each partner/member and should clearly define the leader of consortium. Memorandum of Understanding (MoU) must also state that all the members of consortium shall be jointly and severally responsible for discharging all obligations under the contract. However, the lead member of the consortium must submit an undertaking along with the technical bid towards unconditional acceptance of full responsibility for executing the 'scope of work' of this bid document. In case of award, such MoU shall be kept valid through the entire contract period, including extensions, if any. The following provisions should also be incorporated in the MoU executed by the members of the Consortium:

i. The participants of consortium shall not be allowed to exit the consortium

during the bid execution period. They shall be required to submit an undertaking that the bid shall stand cancelled in case of any of their exit and that the authority shall be entitled to recover from all of them jointly and severally any loss caused to the authority by reason of this default in addition to pursuing other remedies available in law to the authority.

- ii. The technical qualifications of all the members of a consortium shall be considered for experience. For financial qualification only the capacity of lead member shall be taken into consideration.
- iii. Notwithstanding anything contained in this agreement, all the members of the Consortium of Companies, entrusted with the responsibilities of the Project, shall be jointly and severally responsible to the District Administration in respect of meeting the financial liabilities of the Implementation Bidder arising out of the Project.
- iv. The performance security shall be in the name of the leader on behalf of the consortium.
- v. Any correspondence to and from the authority shall be from the lead member of the consortium. It shall be presumed for all intents and purposes that all the other members of the consortium were cognizant with the communication taking place between lead member and the authority.
- vi. Payment shall be made by authority only to the lead member of the consortium towards fulfillment of contract obligations.
- vii. In case of consortium bids, the power of attorney from each member authorizing the leader for signing and submission of Bid on behalf of individual member must accompany the bid offer.
- viii. Documents/details submitted with the bidding document pertaining to qualification must be furnished by each partner/member of consortium and should be complete in all respects clearly bringing up their experience especially in the form of work in their scope.
- ix. Current or prior successful partnerships with proposed consortium member including State / UT Administration reference (contact name, phone number, dates when services were performed).

5.2 Human Resource/ Man power required:

The bidder shall provide the manpower for the assigned work. The following minimum manpower shall be expected to remain present at all times during execution of the project at Daman:

Profile	Educational Qualification	No. of years of relevant experience
Project Manager -1	Any graduate	5 (IT field)
Programmers- 2	B. Tech	5
Scanner Operator/Data Entry Operator- 20	12 th Std	2

Note: This is only minimum required manpower. In addition to above manpower, the selected bidder shall have to engage other required manpower for successful completion of the project within stipulated timelines.

5.3 Bid Security/ Earnest Money Deposit

1. Tender Fees

- i. Tender fees shall be Rs. 2000/- only and shall be non-refundable.
- ii. The Tender Fees should not be forwarded by cash.
- iii. The Tender Fees will be accepted only in form of DD/Bankers Cheque in favor of “The Office of the Civil Registrar- cum- Sub Registrar, Collectorate Daman” from any Nationalized or Scheduled Bank of India payable in Daman.

2. Earnest Money Deposit/Bid Security

- i. All bidder must be accompanied by EMD/Bid Security as specified in bid data sheet (Rs. 2,00,000/-) otherwise tender will be rejected.
- ii. EMD can be paid in of the form of following:
 - a. Demand Draft
 - b. Fixed Deposit Receipts
 - c. Bank Guarantee

In favour of “The Office of the Civil Registrar- cum- Sub Registrar, Collectorate Daman” from any Nationalized or Scheduled Bank authorized by RBI to

undertake Government Business.

- iii. EMD should be valid upto **12 (Twelve Months)** from the date of its issuance.
- iv. EMD in any other forms will not be accepted.
- v. EMD/Security Deposit shall be liable to be forfeited in following circumstances:
 - a) In case, the agency does not execute the work order placed with them within stipulated time, the EMD of the agency will be forfeited to the Government and the contract for the work shall terminated with no further liabilities on either party to the contract.
 - b) Tenderer fails to replace the goods declared to be not of standard quality or not conforming to acceptable standards or found to be decayed/ spoilt.
- vi. The amount of Earnest Money paid by the tenderer(s) whose tenders are not accepted will be refunded to them, within 60 days of work order to any bidder, by cheque or Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above Rs.200/-) drawn on any Nationalized or Scheduled Bank payable at Daman. Where this mode of payment is not possible, the amount will be refunded at the cost of the tenderer.
- vii. Only on satisfactory completion of the work order for and on payment of all bills of the agency, as to be admitted for payment, the amount of Security Deposit will be refunded, after expiry of guarantee/warranty period, if any, or any such date/period as may be mutually agreed upon.
- viii. The Earnest Money(s) paid by the tender(s) earlier against any tender(s) or work order(s) is not adjustable with Earnest Money required by these conditions.

5.4 Bidder Enquiries and Responses

- 1. The agencies should submit their enquiries relating to this RFP in writing exclusively to the contact person mentioned in the data sheet. The mode of delivering written questions would be through email or physical letter delivered at address specified in bid data sheet. The department will not be responsible for ensuring that bidders' enquiries have been received by the contact person as mentioned above. The letter or email containing pre-bid queries should have the name of this RFP in the subject.

2. The contact person shall accept written enquiries from the bidders once the RFP is issued and will provide complete, accurate, and timely response to all questions to all the bidders. Any responses given by the authority will be distributed to all the bidders.

However, the Department makes no representation or warranty as to the completeness or accuracy of any response, nor does undertake to answer all the queries that have been given by the bidders.

5.5 Prices

1. The bidder shall quote the price (online only) as per specified format fixed for the entire project on a *single responsibility basis*. In case of a consortium, the Lead Member of the successful consortium shall be solely held responsible for the discharging all the responsibilities during the period of agreement.
2. No adjustment of the agreement price shall be made on account of any variations in costs of labour and materials or any other cost component including taxes affecting the total cost in fulfilling the obligations under the Agreement. The Agreement price shall be the only payment, payable by the Department to the successful bidder for completion of the obligations by the successful bidder under the Agreement, subject to the terms of payment specified in the agreement. The price would be inclusive of all applicable taxes/GST, duties, charges and levies, unless specified otherwise.
3. The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever within the period of agreement. A proposal submitted with an adjustable price quotation or conditional proposal may be rejected as non-responsive.
4. Any increase in rates of taxes/GST will be to the account of bidder.

5.6 Correction of Errors

1. 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.
2. Arithmetic errors in proposals will be corrected as follows:
 - a. 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. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.

5.7 Disqualification

The proposal is liable to be disqualified in the following cases or in case bidder fails to meet the bidding requirements as indicated in this RFP:

1. Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming proposal.
2. During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices.
3. The bidder qualifies the proposal or if the proposal is made subject to some conditions.
4. Proposal is received in incomplete form.
5. Proposal is received after due date and time.
6. Proposal is not accompanied by all the requisite documents.
7. If Bidder provides quotation only for a part of the project.
8. Information submitted in technical proposal is found to be misrepresented, incorrect or false, accidentally, unwillingly or otherwise, at any time during the processing of the agreement (no matter at what stage) or during the tenure of the agreement including the extension period, if any.
9. Financial proposal is enclosed with the same envelope as technical proposal.
10. Bidder tries to influence the proposal evaluation process by unlawful /corrupt / fraudulent means at any point of time during the bid process.
11. In case any one party submits multiple proposals under one methodology or if common interests are found in two or more bidders, the bidders are likely to be disqualified, unless additional proposals/bidders are withdrawn upon notice immediately.

12. Bidder fails to deposit the Performance Guarantee (PG) or fails to enter into an Agreement within 15 working days of the date of notice of award of agreement or within such extended period, as may be specified by the UT administration.
13. Bidders may specifically note that while evaluating the proposals, if it comes to the Authority's knowledge expressly or implied, that some bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of proposal then the bidders so involved are liable to be disqualified for this agreement as well as for a further period of three years from participation in any of the tenders floated by the UT administration.
14. If it does not comply with the requirements of this RFP. Failure to comply with the technical requirements, and acknowledgment of receipt of amendments, are common causes for holding proposals non-conforming.
15. If a proposal appears to be "canned" presentations of promotional materials that do not follow the format requested in this RFP or do not appear to address the particular requirements of the proposed project any such bidders may also be disqualified.
16. If the bidder engages in any misrepresentation, false statement at any stage of the proposal.

5.8 Conditions

The following terms are applicable to this RFP and the bidder's proposal:

1. Any work product, whether acceptable or unacceptable, developed under an agreement awarded as a result of this RFP shall be the sole property of the department unless stated otherwise in the definitive Agreement.
2. Timing and sequence of events, resulting from this RFP shall ultimately be determined by the authority.
3. No oral conversations or agreements with any official, agent, or employee shall affect or modify any terms of this RFP, and any alleged oral agreement or of the department shall be superseded by the definitive Agreement that results from this RFP process, oral communications by the department to bidders shall not be considered binding on the department, nor shall any written materials provided by

any person other than the department.

4. Proposals are subject to rejection if they limit or modify any of the terms and conditions or specifications of this RFP.
5. By responding, the bidder shall be deemed to have represented and warranted that its proposal is not made in connection with any competing bidder submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud; and that no employee or official of the Department participated directly or indirectly in the bidder's proposal preparation.
6. Neither the bidder nor any of bidder's representatives shall have any claims whatsoever against the UT administration or any of its respective officials, agents, or employees arising out of or relating to this RFP or these procedures (other than those arising under a definitive Agreement with the bidder in accordance with the terms thereof)
7. Until the agreement is awarded and during the currency of the agreement, bidders shall not, directly or indirectly, solicit any employee to leave or any other officials involved in this RFP process of the department in order to accept employment with the bidder and its affiliates, actual or prospective consortium members, or any person acting in concern with the bidder, without prior written approval of the Authority.
8. No advance payment, except mobilization advance, will be made.
9. The bidder should suggest the specifications of the required hardware.
10. The software including the source code will be the property of the department and the developer cannot reuse the same without written permission of the Authority.
11. During the warranty period, the software should be maintained by the developer. Required manpower for the same shall be provided by the bidder.
12. During the said warranty period, the developer should have to make all the required changes in the software, content and interface.
13. After warranty period, the developer will hand over the latest source code to the department. The offer must contain all the applicable taxes, installation and commissioning charge.

14. Only on installation of the Software and satisfactory completion of the project and expiry of the Warranty/Guarantee period, the amount of Security Deposit/ Earnest money will be refunded.

5.9 Total Responsibility

Bidder (Lead Member in case of a consortium) should issue a statement undertaking total responsibility for the complete project, which shall not include any conditional statements.

5.10 Signature

The covering letter must be signed with the bidder's name and by a representative of the bidder, who is authorized to commit the bidder to agreement obligations. All obligations committed by such signatories must be fulfilled.

6. Submission of Bid and Documents

6.1 Submission of Bid

Submission of bids shall be in accordance with the instructions given below:

- i. Envelope 1: Bid Security/Earnest Money Deposit(EMD): The envelope containing the EMD/Bid Security shall be sealed and superscribed "EMD/Bid Security– Scanning, Restoring & Development of Web Application of Digitization of Records Management System for Office of the Civil Registrar-cum-Sub Registrar, Daman". The scanned copy of the bid security instrument (DD/BG) should be uploaded on the e-tendering website.
- ii. Envelope 2:- Technical Proposal: The Technical Bid Proposal shall be prepared in accordance with the requirements specified in this RFP and in the format prescribed in Annexure VI of this RFP. The envelope containing the technical bid proposal shall be sealed and superscribed "Technical Bid proposal–Scanning, Restoring & Development of Web Application of Digitization of Records Management System for Office of the Civil Registrar-cum-Sub Registrar, Daman" on top right corner.

iii. The Technical bid proposal shall be submitted online as well as offline. This envelope should not contain the Financial Bid Proposal, in either explicit or implicit form, in which case, the bid will be rejected. The technical bid envelope shall contain two envelopes. First one shall be superscribed as Pre-Qualification Documents and the second one as Technical Evaluation Documents and shall contain prequalification documents and technical qualification documents, respectively.

iv. All the above 2 envelopes along with the proposal letter should be put in envelope 3 which shall be properly sealed. The outside of this envelope must clearly indicate the name of the project **“Scanning, Restoring & Development of Web Application of Digitization of Records Management System for the Office of the Civil Registrar-cum-Sub Registrar, Daman”**.

Note: 1. The outer and inner envelopes mentioned above shall indicate the name and address of the bidder (Lead Member, in case of consortium).

Failure to mention the address on the outside of the envelope could cause a proposal to be misdirected or to be received at the required destination after the deadline.

6.2 Documents Comprising the Bidders' Proposal

1. Proposal submitted by the bidder shall comprise the following:

List of documents to be submitted online as well as offline:

- i. Proposal Covering letter (Annexure I)
- ii. Doc 1: Profile of organization
- iii. Doc 2: Profile of CEO/Head of Organization
- iv. Doc 3: Income tax Return for Financial Year:- 2017-18, 2018-19, 2019-20, 2020-21 & 2021-22.
- v. Doc 4: Audited accounts of Financial Year:- 2017-18, 2018-19, 2019-20 & 2021-22.
- vi. Doc 5: Audit report of Financial Year:- 2017-18, 2018-19, 2019-20 & 2021-22.
- vii. Doc 6: ISO 27001:2013 certificate (if any)
- viii. Doc 7: ISO 9001:2008 / COPC 2014 certificate (if any)

- ix. Doc 8: Relevant work award letters for information provided in the bid document.
 - x. Doc 9: Documents related to experience of similar work.
 - xi. Doc 10: Registration certificate, PAN, GST Certificate, TAN, 80G, 12A, etc.
 - xii. Doc 12: Undertaking Letter.
 - xiii. Doc 13: A board resolution (in case of a consortium bid, the Lead Member's Board of Directors) authorizing the Bidder/ Lead Member to sign/ execute the proposal as a binding document and also to execute all relevant agreements forming part of RFP.
 - xiv. Doc 14: A certified true copy of the consortium agreement between the Lead Member and all the other members of the consortium, describing the respective roles and responsibilities of all the members throughout the project in meeting the overall scope and requirements of the proposed project.
 - xv. The following details should also be provided in the Technical Bid:
 - a. Overview of the proposed solution that meets the requirements specified in the RFP
 - b. Detailed Project plan.
 - c. Project team structure, size, capability and deployment plan (Total Staffing plan including numbers)
 - d. Details of consortium partners.
 - e. Project Management, reporting and review methodology.
 - f. Risk Management approach and plan.
 - g. Bidder's experience, to be provided in the format specified in Annexure VI in all the project related areas as highlighted in Bid evaluation criteria.
2. The technical proposal shall also contain bidder's plan to address the key challenges anticipated during the execution of the project. Any deviations between technical and financial proposals shall make the proposal as being unresponsive and may lead to disqualification of the proposal. The Tender Inviting Authority reserves the right to take appropriate action in this regard.

3. Manpower deployment plan and resources to be dedicated to the project.
 - i. Resumes of bidder personnel who would be directly assigned to provide services pertaining to this agreement and the specific function each individual would perform;
 - ii. All the resumes of the proposed team should be given in the format provided in Annexure VIII.
4. The Tender Inviting Authority is also open to any suggestions that the bidder may want to render with respect to the approach adopted for the assignment in the light of their expertise or experience from similar assignments. However, this should not lead to the submission date being missed or extended.
5. A detailed presentation regarding the aspects of organization detailing that the agency/bidder has understood the law of the territory and has a detailed methodology to successfully complete the tender.
6. The bidders must submit technical proposal both in hardcopy and softcopy format properly labeled. In case all documents could not be submitted by some bidders either online or offline due to a bonafide mistake, the Tender Inviting Authority may give one opportunity of not exceeding 07 days to all such bidders, to submit such documents.

7. Eligibility Criteria of Bidders

7.1. Qualification criterion and bid process

After the bids are made online, the bidders who satisfy the eligibility criteria shall be allowed to participate in the bid. However, the Tender Inviting Authority shall hold a pre-bid conference and the bidders shall be allowed to submit their queries and suggestions to the Tender Inviting Authority in this pre-bid conference. Reply to pre-bid queries shall be duly published in addition to any corrigendum, if need arises. The bidders shall be required to submit EMD in accordance with this RFP. The technical evaluation of only those bidders who qualify the Pre-Qualification Criteria and have submitted EMD/Bid Security shall be taken up in accordance with the RFP. Thereafter, financial online bids of the bidders who have technically qualified shall be opened and subject to terms of this RFP and corrigendum issued thereto, the LOI shall be issued to the bidder who has quoted lowest bid.

7.2. Pre-Qualifying criterion for bidder:

Sr. No	Qualification Criteria	Documentary Evidence
1.	A Bidder can be a company incorporated under the Indian Companies Act (ii) a trust registered under the Indian Trusts Act, 1882 or (iii) a society registered under the Societies Registration Act, 1860 (or other applicable laws) or (iv) a not-for-profit company incorporated under Section 8 of the Indian Company Act or (v) a Partnership firm registered under the Partnership Act. 1932 or the Limited Liability Partnership (LLP) incorporated under Limited Liability Partnership Act 2008 Government of India (vi) a sole proprietorship firm or a consortium subject to terms and conditions mentioned in this RFP	Copy of Certificate of Registration/Incorporation
2.	The Bidder (Lead Member and all other members in case of a consortium) should have been in operation for a period of at least 5 years as of 31 – 03 –2022	The Certificate of Incorporation and Certificate of commencement of business issued by the Registrar of Companies in India.
3.	The Bidder should have an average annual turnover of at least 40 lakhs (1.5 Crores in case of consortium) over any three of these four financial years (i.e. 2017-18, 2018-19, 2019-20, 2021-22).	Copy of the audited Balance Sheet and Profit & Loss Statement of the company and/or Certificate from the Chartered Accountant clearly stating the turnover.
4.	Bidder should have ongoing/completed at least similar 3 projects with each of value more than or equal to 10 lakh in the last 5 years as on	Copy of Work Order and Authority certificate signed by a competent authority of the concerned States/UTs

	last date of submission of bid.	Administration/ Organizations shall be attached. Only projects that are successfully implemented will be considered.
5.	The Bidder should have valid documentary proof of VAT/GST registration number.	Copy of VAT/GST registration number.
6.	The Bidder should not have been blacklisted by any Central/State Government Organization or Department in India at the time of submission of the bid or their contract should not have been terminated owing to default on the part of the bidder	Declaration by the Bidder.

8. Bid Process

The bids will be opened, in two sessions, one each for Technical and Financial, in the presence of bidders' representatives (only one per bidder) who choose to attend the Bid opening sessions on the specified date, time and address. In the event of the specified date of bid opening being declared a holiday for the UT Administration, the Bids shall be opened at the same time and location on the next working day. During the Bid opening, preliminary scrutiny of the bid documents will be made to determine whether they are complete, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

8.1 Opening of EMD/Bid Security Envelope.

The envelope containing the EMD/Bid Security will be opened by an Evaluation Committee to be constituted for bid evaluation, in the presence of bidders' representatives (only one) who choose to attend the session on the specified date, time and address. The EMD/Bid Security envelope of the bidders will be opened on the same day and time, of the Technical Bid and bids not accompanied with the requisite EMD/Bid Security or whose EMD/Bid Security is not in order shall be rejected.

8.2 Evaluation of Technical Bid

1. The Technical Bids will be opened for evaluation only those bidders who have submitted the EMD/Bid Security as specified in the RFP. If a bidder satisfies the entire pre qualification criterion mentioned in clause 7.2 of this RFP, it shall be deemed that he qualifies the technical bid.

8.3 Evaluation of Financial Bids

- i. Financial Proposal of only those bidders who qualify technically shall be opened. The bids will be evaluated and the lowest bidder (L-1) on the basis of lowest rate mentioned in part 1 of the financial bid shall be determined. At any stage during the evaluation, if the EMD/any other document is found invalid, the respective Bidder's bid will be summarily rejected.
- ii. Unless expressly indicated, bidder shall not include any technical information regarding the services in the Financial proposal. Additional information may be submitted to accompany the proposal. In submitting additional information, please mark it as supplemental to the required response. Prices shall be quoted entirely in Indian Rupees and must be arrived at after including all expenses, rates, and GST.
- iii. The Financial proposal must be detailed and summarized by completing the pricing requirements which are contained in this RFP. The Financial proposal shall be uploaded through the e-tendering website (www.ddtenders.gov.in)only.
- iv. The price quoted is inclusive of all expenses, rates and GST and the complete scope of work of the RFP.
- v. The bidder shall also be required to quote the amount for operation and maintenance of software solutions provided by them in the financial bid. However, it may be noted that this amount shall not be more than 5% of the bid amount and this shall not be counted in evaluating the financial bid of the bidder. In case any amount more than 5% of the amount quoted in part 1 is quoted, the amount shall automatically be reduced to the 5% of the bid amount.

9. Award of Contract

9.1. Negotiations, Agreement Finalization and Award

The Department reserves the right to negotiate with the bidder whose proposal has been ranked selected as per 9.3 on the basis of Technical and Financial Evaluation. A contract will be awarded to the responsible and responsive bidder whose proposal conforms to the RFP and, in the opinion of the Committee, who represents the best value to the proposed project.

9.2. Notification of Award

Prior to the expiration of the validity period, the Tender Inviting Authority will notify the successful bidder in writing or by email that his proposal has been accepted. The notification of the award will constitute the formation of the agreement.

Upon the successful bidder's furnishing of performance guarantees, the Tender Inviting Authority will promptly notify and return the Bid Security of unsuccessful bidders.

9.3. Signing of Agreement

- i. At the same time as the Tender Inviting Authority notifies the successful bidder that its proposal has been accepted. All agreements (to be discussed and agreed upon separately) between the Authority and the successful bidder are binding on the bidder.
- ii. The Authority shall have the right to annul the award if there is a delay of more than 15 days in starting work after the award.

9.4. Termination of award:

- i. Notwithstanding anything contained anywhere else in this tender document, the contract of the agency can be terminated at any stage if it is found that the condition specified herewith is not being followed or in case of fraud, misrepresentation, etc. and in case of serious breaches, the agency may even be blacklisted by the Authority.
- ii. In this event, the Authority may award the agreement to the next best value bidder or call for new proposals.

10. Performance Guarantee

1. The successful bidder shall, at his own expense, deposit the performance guarantee with the Tender Inviting Authority within 15 days of the date of notice of award of the agreement or prior to the signing of the agreement, whichever is earlier an unconditional and irrevocable Performance Guarantee (PG) by way of Demand Draft or Bank Guarantee from a nationalized bank acceptable to the Tender Inviting Authority, in the format prescribed in **Annexure X**, payable on demand, for the due performance and fulfillment of the agreement by the bidder. Amount of performance Guarantee would be at the rate of 10% of the estimated contract value. Estimated Contract value is the quoted amount in part 1 of the tender. It is hereby mentioned that Performance Guarantee shall have to be deposited separately for Diu and Daman.

- i. The Performance Guarantee (PG) will be for an amount of 10% of the contract value, valid for the entire term of agreement, which shall be submitted by Service Provider upon signing the Agreement. 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 till acceptance of the deliverables of the Project or 120 days after the expiry of the contract, whichever is later. The performance guarantee may be discharged/ returned by the Tender Inviting Authority upon being satisfied that there has been due performance of the obligations of the bidder under the agreement. However, no interest shall be payable on the performance guarantee.
- ii. In the event of the bidder being unable to service the agreement for reasons of poor quality of resources, business loss or going out of business, regulatory restrictions, concerns of national security, or any other reason which is not concerned with the terms of the contract, the Tender Inviting Authority would invoke the Performance Guarantee.
- iii. Notwithstanding and without prejudice to any rights whatsoever of the Tender Inviting Authority, under the agreement in the matter, the proceeds of the Performance Guarantee shall be payable to the Tender Inviting Authority as compensation for any loss resulting from the bidder's failure to perform/ comply with its obligations under the agreement. The shall notify the bidder in writing of

the exercise of its right to receive such compensation indicating the obligation(s) for which the bidder is in default and the bidder will have to pay it within 14 days of the notice date. The Authority's decision in this respect will be final.

- iv. The Authority shall also be entitled to make recoveries from the bidder's bills, performance guarantee, or from any other amount due to him, an equivalent value of any payment made to him due to inadvertence, error, collusion, mis-construction or mis-statement.
- v. In case the project is delayed beyond the project schedule as mentioned in this RFP, for reasons attributable to the implementing Agency, the performance guarantee shall be accordingly extended by the Bidder for the duration equivalent to the delays caused in the project
- vi. It is the responsibility of the bidder to keep alive the performance guarantee and extend it if necessary till the completion of the agreement period.

11- Payment Terms

Sr No.	Milestone	Percentage Payable
1.	SRS Document Submission	10%
2.	Completion of 6,00,000 Document Scanning and digitalization & 6,00,000 Transparent Waterproof Sheet Protector Case	10%
3.	Completion of 10,00,000 Document Scanning and digitalization & 10,00,000 Transparent Waterproof Sheet Protector Case	20%
4.	Completion of 17,00,000 Document Scanning and digitalization & 17,00,000 Transparent Waterproof Sheet Protector Case	20%
5.	Successful uploading and installation of Software and Network Attached Storage	20%
7.	Final completion of entire Scope of Work	20%

10% of the contract value can be considered as mobilization advance against a Performance Bank Guarantee for the same amount. The performance bank guarantee will be initially valid for a period of 18 months. Bank guarantee if given will be discharged and the mobilization advance will be adjusted against the payment of first invoice.

20% of the estimated contract value will be paid on submission of the complete project documents, proprietary information and any other project related information collected during the course of the project duration. The final 20% amount will be given after acceptance of all the final deliverables and project sign off by the Authority. All payments are subject to correct submission of bills in original.

Above payments shall be made after deduction of income tax at source, whichever may be applicable, by the Acts prevailing at the time of making payment. Payment of all other tax and levies would be the responsibility of the bidder.

All payments to the agencies would be made in Indian Rupees only. The payment shall be made after the successful completion of the activity and successful submission of the deliverables.

12. Penalty Clause

- I. Any delay in **the** implementation **of** any specific milestone mentioned **in this RFP**, will attract a penalty of 0.5% of the contract value for every 10 days delay. Maximum delay permitted will be 60 days beyond which the agreement is liable to be terminated and performance guarantee will be forfeited. In such case, the department reserves the right to make necessary alternate arrangements to complete the project at the cost to the account of the successful bidder. ***However, for any breach in quality of service, which shall be decided at the sole discretion of the authority, the bidder shall be liable to additional penalty subject to a maximum of 5% of the bid amount. Maximum penalty shall not exceed 25% of the bid amount.***
- II. It is of utmost importance that the project implementation needs to be as per schedule. The purpose of this is to ensure all necessary formalities for project completion and closure are completed as planned and bidder will not deliver/ complete a large part of the work only at the end stage, as this would hinder smooth project completion and sign-off.

13. Scope of Work

13.1. General Clauses of the Scope of Work:

1. Office of the CIVIL REGISTRAR-CUM-SUB REGISTRAR, Daman has old records like office files / legal documents / Reports.
2. The Service Provider shall have to carry out the Scanning, Metadata entry & Indexing of the Old Records for Office of the CIVIL REGISTRAR-CUM-SUB REGISTRAR, Daman.
3. Service Provider will have to scan the document in minimum 300 dpi colour in TIFF and PDF/A documents and to submit in USB hard-disk along-with retrieval software. The service provider will set up the software in the machine and copy the data on NAS, in addition to the Hard-Disk. They have to submit the indexed print-out of the scanned file.
4. Service provider will also have to digitalize the data by authentically converting the printed sheets to text for easy search and retrieval. He shall

provide APIs and retrieval software to integrate the records with existing platforms of Garvi.

5. The retrievals of the software should be capable of quick search, retrieval, viewing and printing of the data-base and PDF files as well as physical location, Class no. of the file. The Retrieval software should be capable of searching within image-PDF files (searchable PDF Files). All rights of these software will be reserved with Revenue Department.
6. The Service Provider is responsible for all deliveries, unpacking, assemblies, wiring, installation, cabling between hardware units and connecting to power supplies. The Service Provider will test all hardware operation and accomplish all adjustments necessary for successful and continuous operation of the hardware at all installation sites.

13.2. Scanning Records of approx. – Gujarati + English

Sr. No.	Size	Approx. Quantity
1	A4 / Legal/A3/Others	3300000

Note: the volume of work will be increased or decreased by 5%.

The output of scanning should be of minimum 300 dpi resolution and in full colour in TIFF and searchable PDF/A format. Multi-lingual OCR support is required. One page shall be considered to be minimum 500 words.

The digitalization shall be done batch-wise. One batch will contain 300 pages. Random pages shall be verified with digitalized content. If any error is found in digitalisation and scanned text, entire batch may be rejected.

13.3. No. of Files required for search criteria (META data):

- i. Name of Deed
- ii. Registration No & Year.
- iii. Document No.
- iv. Applicant's Name
- v. Survey No. & Registration Date.
- vi. Above mentioned word may vary and more will be added as per the requirement.

- vii. Any other field as may be directed by the agency.

13.4. Broad steps involved in Scanning/Digitization:

Step 1: File Identification.

1. Identifying the quality and condition of the documents. Documents will be in the form of files. Majority documents have only text
2. Scanning documents will have the following paper size (A4/Legal/A3/Others).

Step 2: Receiving the files.

The following includes:

1. Collection of documents from Department Official.
2. SP will accept the physical files. As part of this verification, the SP is advised to verify the document /file quality with the Department Official and any discrepancy should be brought to the notice of the Department representative.
3. Under NO circumstances shall the documents be changed, Mutilated, destroyed or replaced by some other documents.
4. Inward the documents in the log register module of the application as follows:
 - i. Name of the document collected.
 - ii. Number of pages in the document (A4/Legal/A3/others)
 - iii. Collected from (Official Name)
 - iv. Collected by and Signature (SP Representative)
 - v. Date of collection.
 - vi. Expected date of return.
 - vii. Returned to (Department Official) – Name and Signature.
 - viii. Returned by (SP representative)
 - ix. Actual date of return.
- 5.SP should ensure that number of pages in each document is accurately captured and is then cross-checked with the number of pages scanned. SP should maintain order of documents without disturbing the chronology of the documents and without mixing pages between different documents. In case of unavailability of required documents or pages missing or documents missing, it should be highlighted to the department representative.

Step 3: Preparation for scanning:

Each paper/ page is prepared for scanning by:

1. De-filing

- i. De-stapling, removing paperclips.
- ii. Smoothing edges, orienting direction.
- iii. Segregating and sorting documents.
- iv. Pasting of torn documents and physical preparation of Documents.
- v. In case of Torn pages, restoration of pages will be SP responsibility.
- vi. SP need to put all the papers in Transparent Waterproof Sheet Protector Case, (SP need to use Plastic that can be recycled)
- vii. Transparent Waterproof Sheet Protector Case should be good in quality so, in long term also it should not damage the originality of the Document, it should be weather-proof.
- viii. In long term, Transparent Waterproof Sheet Protector Case should not get stuck with the document.

Step 4: Scanning/Quality Checking of documents:

Use of Scanners:

1. Depending upon the nature and quality of documents, the SP shall deploy scanners. The number of the scanners to be deployed will depend on local requirement. This may increase depending on the daily target achieved. Timelines of the project will be 7 months. In case the document cannot be scanned using any type of scanner, digital camera can be used as image capturing device.
2. Each paper page is scanned and all the pages in the file is stored as one of the digital file, searchable PDF formats using appropriate scanners with high quality document and image results. Scanning to be done on 300 DPI resolutions. The images are stored under PDF format with maximum image quality with minimum storage capacity.
3. Quality check after scanning is of utmost importance. Service Provider should ensure quality of work. SP should check scanned records for DPI,

image Quality, Format.

4. Service provider should ensure the following Quality check in the document:
 - i. The Scanned Image should not be too dark / too light.
 - ii. The Scanned Image should not have been captured under improper lighting.
 - iii. The Scanned Image should not have been cropped from any side.
 - iv. The orientation of the image should be right.
 - v. The color is consistent in all the images.
 - vi. The Scanned image should not be blurred.
 - vii. There should not be any data loss due to folds.
 - viii. There should not be extra darkness at the edges.

Step 5: Post Scanning / handing over the files.

1. After the scanning, the digital files will be tagged and stored in the drive.
2. SP is required to take back-up of incremental data at the end of the day. The back-up shall be taken on hard disk in a secured storage for data retrieval in case of emergency. SP to ensure data security and confidentiality while taking back-up.
3. After scanning, the physical document should be filed together / tagged in the same form as it was given for scanning by the SP representative at the beginning.
4. Each page shall be serially arranged and shall be counted while giving the documents back.
5. SP to maintain and return the documents in their original form to the Department representative.
6. User Manual and Training to the department

Step 6. Indexing:

Indexing to be carried out, post completion of Quality check.

13.5. Network Attached Storage:

1. Bay NAS (Network Attached Storage)
2. Tower type
3. Processor : Intel Celeron J4105, Quad Core 1.5Ghz (burst up 2.5 Ghz)

4. 3.5" & 2.5" Sata / SSD supported.
5. Ethernet 2.5 Gigabit X 2 Nos.
6. Years Warranty NAS Warranty.
7. IP camera License Free (Minimum 4 Nos)
8. Backup Utility
9. Snapshot feature NAS should be remotely accessible.
10. 4TB X 4 Nos. Enterprise Hard disk drive (with 5 years warranty).
11. Storage support upto 64 TB Raw Capacity.

13.6. Deliverables:

1. Scanned (300 dpi minimum in colour, TIFF and PDF/A) and digitalized documents along-with the software as per the scope on separate USB hard-disk as well as set-up on NAS.
2. The digitalized documents shall be converted in text and one page shall consist of 500 words.
3. The retrieval software should be capable of quick search, retrieval, viewing and printing of the data-base and PDF files as well as physical location, Class no. of the file. The Retrieval software should be capable of searching within image-PDF files (searchable PDF Files).
4. Work Progress report on Weekly / Monthly Basis.
5. Service provider will be responsible for uploading the scanned documents to DMS developed and provided by the department in future.

13.7. Search Criteria

1. Effective mechanism enabling efficient search and retrieve document handling.
2. Records can be searched specifying various criteria's included in the meta-data.
3. Full-text search capability: Search for folder/file names, or the content of the documents in your repository, forwards or phrases. The system can search the text in almost any document, including Adobe Acrobat (PDF) files.
4. Variant and fuzzy search: The system can search for words that are variants of the word(s) supplied. For instance, the system can return results

containing the word “parties” when you search for “party”.

5. Advanced search with OCR: The system provides an array of advanced searching features such as complex Boolean searches (“document AND collaboration”,“(file OR document) AND collaboration”, etc.), search of only particular file types, search current directory or current directory and sub directories, option to return results with all keywords, or at least one of the keywords, and more.
6. OCR Search: System provides the facility of Optical Character Recognition from scanned documents.
7. Convert Scanned Files into digital format with Optical Character Recognition.
8. Gujarati and English character recognition support.

13.8. Other Work Specifications

1. **Compliance Standard for Meta data Creation.**
 - i. The indexing and database structure for a particular type of artifact/document would be finalized in discussion with the Section concerned at CIVIL REGISTRAR-CUM-SUB REGISTRAR, Daman. However, the basic structure must include:
 - File Type, number, year (Date, Month, Year of file registered)
 - Name(s) (Land Owner Name)
 - Village Name
 - Deed & Survey Number
 - Category
 - General Remarks
 - Type of Document
 - Date of Document
 - Keywords
 - Section
 - Date of Storage
 - Text Search
 - File Name

- Physical Location
- Classification Category

ii. Software application should be developed with the following included:

- Add new file document with file name, subject, file number (static and auto generated), start date, end date, etc. according to department / Branch.

2. Functionality Matrix

Sr.No.	Functionality Matrix
A	General Requirements
1.	Ability to support all web browsers like IE 6.0 and onwards, Firebox, Google Chrome etc. The system shall support multiple databases such as Oracle, SQL, My SQL (LAMP), Posgres SQL, etc.
2.	The proposed Document Management Systems should have its own image viewer for different image file formats that is required to ensure smooth operation of the integrated systems.
B	Document Acquisition Requirements
1.	Ability to support categorization of documents in folders-subfolders etc.
2.	Ability to provide search facility in the same interface, so that users are able to search the documents to be linked.
C	Indexing
1.	Ability to support automated creation of document database indexes.
2.	Ability to allow documents to be moved from one folder to another and be rearranged.
3.	Ability to support Automatic full text indexing for Text search.
4.	Ability to provide user-defined indexes for easy search and retrieval of files and
5.	Ability to provide facility to add keywords with documents to act as quick reference.
D	Search and Retrieval Requirements
1.	Ability to support searching of text documents based on user-input character.
2.	Ability to allow a search of OCR's Documents by text string.

3.	Ability Upon completion of search, immediately to display all selected images and documents.
4.	Ability to provide for rapid search and retrieval on multiple or very large document.
5.	Search Criteria should be configurable.
E	Documents handling Requirements
1.	Context menus provide quick access to common actions.
2.	Single document upload.
3.	Multiple file download.
4.	Document export utility.
5.	Unlimited custom fields (document metadata)
6.	Role-based security with inheritance.
7.	Send documents as links or attachments.
F	Security Requirements
1.	The DRMS shall support definition of Users and Roles relation in the system.
2.	The system shall support access permissions on Folders, documents and object.
3.	The system shall support system privileges like Create/Delete Users, Define.
4.	The system shall support secure login id and passwords for each user.
5.	The system shall support extensive password validations like passwords must be with alpha numeric and symbol.
G	Easy Web Administration Requirements
1.	The system shall support web-based administration module for the complete project.
2.	The Admin module shall support Users/Groups/Role definition and granting
3.	The Admin module shall provide easy to use interface for Index structure.
4.	The Admin module shall provide facility to take complete and incremental
H	Image Editing Requirements

1.	The DRMS shall support Image Editing operations such as page insertion,
I	User Management Requirements
1.	Users management (on Server for centralized application) should be available.
2.	There should be comprehensive User management system. The Organization should be able to create different levels of users with different powers. There should be templates for a group of users. System should facilitate the creation of different levels of users and assigning different levels rights. There should be provision for disabling a user temporarily or on permanent basis.
3.	Supports page-wise data fetching of multipage images.
4.	The access to the software should be based on user-id and password.
5.	The passwords for software should adopt strict and complex password policy.

13.9. Implementation Schedule Guidelines

In case there is a delay of more than 10 days at any milestone, mentioned in the detailed plan, the Authority reserves the right to terminate the contract and bidder would forfeit the performance guarantee. Without prejudice to this right, the service provider shall be liable to pay penalty for such delay in accordance with provisions of this RFP. In such a case, the Authority reserves the right to make alternate arrangements for executing the project.

13.10. Methodology

Sr No.	Milestone	Time Line
1.	SRS Document Submission	01 Month
2.	Completion of 6,00,000 Document Scanning and digitalization	4 Months
3.	Completion of 10,00,000 Document Scanning and digitalization	8 Months
4.	Completion of 17,00,000 Document Scanning and digitalization	14 Months
5.	Successful uploading and installation of Software	01 Month

*Note: The entire project shall be completed within a period of **7 months** from the date of issue of the work order.

Annexure I.

Proposal Covering Letter

[Date]

To,

Office of the Civil Registrar- cum-

Sub Registrar,

Collectorate,

Dholar, Moti Daman

Daman-396220.

Ref: Request for Proposal– “Scanning, Restoring & Development of Web Application of Digitalization of Records Management Systemfor Office of the Civil Registrar-cum- Sub Registrar, Daman”.

Dear Sir/ Madam,

I/we have examined the RFP, the receipt of which is hereby duly acknowledged, I/we, the undersigned, offer to provide the professional services as required and outlined in the RFP for this project and to meet such requirements and provide such services as set out in the RFP.

I/We attach hereto the technical response as required by the RFP, which constitutes our proposal.

I/We undertake, if our proposal is accepted, to adhere to the implementation plan put forward in RFP or such adjusted plan as may subsequently be mutually agreed between us and or its appointed representatives.

If our proposal is accepted, I/we will obtain a Performance Guarantee in the format prescribed in the RFP document issued by a nationalized/ scheduled commercial bank in India, for a sum of 10% of the contract value for the due performance of the agreement.

I/We agree for unconditional acceptance of all the terms and conditions set

out in the RFP document and also agree to abide by this tender response for a period of 180 days from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal Agreement is prepared and executed, this tender response, together with your written acceptance thereof in your notification of award, shall constitute a binding agreement between us and the Authority.

I/We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules and other documents and instruments delivered or to be delivered to the Authority is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part as to any material fact. I/We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/services specified in the tender response. It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

IF CONSORTIUM INCLUDE

Details of Consortium Members:

1. Name of Lead Member of Consortium:
2. Names of the other members of consortium.
3. Tasks to be performed by each member.

Name of Consortium Member	Task to be Performed by Member	Share of Consortium

Dated this Day of 2022

(Name& Signature)

Date:

(In the capacity of) duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Bidder)

Seal/Stamp of bidder

Seal and Stamp of Lead Member

Witness Signature:

Witness Name:

Witness Address:

Annexure- II

Certificate as to Authorized Signatories

I,....., the Company Secretary of, certify that..... who signed the Bid is authorized to do so and bind the company by authority of its Board/ Governing Body.

(Name&Signature)

(Company Seal)

Date:

Annexure III:

Power of Attorney for Signing of Proposal (on Rs. 100 Stamp paper duly attested)

POWER OF ATTORNEY

Know all men by these presents, we____(name and address of the registered office) do hereby constitute, appoint and authorize Mr./ Ms.

_____(name and residential address) who is presently employed with us and holding the position of _____as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental for **the project** (Cite herein name of project) situated at, including signing and submission of all documents and providing information/responses to the in all matters in connection with our Proposal.

We hereby declare that all acts, deeds and things done by our said attorney pursuant to this Power of Attorney shall always be deemed to have been ratified by us and done by us.

Dated this the _____ Day of _____ 2022

For

(Name, Designation and Address)

Date:

Accepted by

(Name, Title and Address of the Attorney)

Date:

Note :

4. *To be executed by the Lead Member in case of a Consortium.*
5. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*

6. *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power here under on behalf of the Bidder.*
7. *A certified copy of the appropriate resolution/ document conveying authority to the person signing this Power of Attorney shall be enclosed with the Power of Attorney.*

Annexure IV.
Format for Power of Attorney for Lead Member of the Consortium
(on Rs. 100 Stamp paper duly attested by Notary Public)

POWER OF ATTORNEY

Whereas, the Sub Registrar, Office of the Civil Registrar-cum- Sub Registrar Daman, UT of Dadra and Nagar Haveli and Daman has invited proposals from qualified Applicants for taking **“Scanning, Restoring & Development of Web Application of Digitalization of Records Management System for Office of the Civil Registrar-cum- Sub Registrar, Daman”**.

Whereas, _____, _____ and _____ (collectively the “Consortium”) being Members of the Consortium are interested in bidding for the Project in accordance with the terms and conditions of the Request for Proposal and other connected documents in respect of the Project, and Whereas, it is necessary for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s bid for the Project and its execution.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, _____ having our registered office at, M/s. _____, having our registered office at _____ having our registered office at _____, [the respective names and addresses of the registered office] (hereinafter collectively referred to as the “Principals”) do hereby irrevocably designate, nominate constitute, appoint and authorize M/s _____, having its registered office at _____, being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the “Attorney”) and hereby irrevocably authorize the Attorney (with power to sub delegate) to conduct all business for and on behalf of the Consortium and any one of us during the bidding process and, in the event the Consortium is awarded the Contract, during the execution of the Project, and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its

bid for the Project, including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders' and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the Consortium and generally to represent the Consortium in all its dealings with the Authority, and/ or any other Government Survey Agency or any person, in all matters in connection with or relating to or arising out of the Consortium's bid for the Project and/ or upon award thereof till the Contract Agreement is entered into with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS__DAY OF ____2022.

For_____ (Name &Title)

For_____ (Name &Title)

For_____ (Name & Title) Witnesses:

1.

2.

(Executants)

(To be executed by all the Members of the Consortium) Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

Annexure V:

Undertaking from the agency

(To be submitted in Technical Bid)

The information furnished by me/us is true to the best of my/our knowledge and belief. In case any discrepancy is noticed, I understand that my/ our offer will be rejected and assignment is cancelled.

I/ we will also inform the Authority if any changes are made in future in the organization/ firm, from time to time.

I/ we understand clearly that the selection of Bidders for above assignment shall be at entire discretion of the Authority and will be based on the professional competence, previous experience, and resources available with the firm to deal with the project.

I/ we have thoroughly gone through the entire tender document, have acquainted ourselves regarding all the instructions, conditions, special conditions, terms of reference and have quoted our lump sum offer accordingly.

I/ we have submitted our Technical as well as Financial proposal according to the manner prescribed and we understand that I/we will be responsible for any discrepancy in the manner as well as contents of our submission of offer.

I/we understand that any discrepancies/ errors/ omissions in the manner and contents of our submission of offer will effect rejection of our offer and I/ we will not have any claim against the same.

I/ we understand that the decision of the Authority in the respect of award of contract shall be final and binding on me/ us.

Certified copies of all relevant certificates are enclosed in the prescribed manner and prescribed order with the document in envelope no. 1

Date: (Authorized Signatory)

Place

Annexure VI:

Technical Bid Format

Organizational Profile

Sl. No.	Particulars	Detailed Information
1.	Name of the Organization (Details of all members in case of consortium)	
2.	Physical Address of the Organization	
3.	Organizational Goals and Objectives	
4.	Details of Head of Organisation/ Authorized person and contact details (Lead member in case of Consortium)	Name of the Contact Person: Position: Phone No.: Mobile No. Email ID:
5.	Date of Establishment (Details of all members in case of Consortium)	
6.	Registration Number, Date of Registration and relevant registration Authority (Details of all members in case of Consortium)	Provide details and name of the uploaded file & page no. in which relevant documentary proof is included
7.	PAN Registration Number and Date (Details of all members in case of Consortium)	Provide details and name of the uploaded file & page no. in which relevant documentary proof is included
8.	80G/12A/FCRA Registration details (if available) (Details of all members in case of Consortium)	Provide details and name of the uploaded file & page no. in which relevant documentary proof is included

Sl. No.	Particulars	Detailed Information
	Consortium)	
9.	Main areas of specialization	
10.	Number of professional full-time staff (core and project) working in the organization.	Number of Management Staff: Number of Project Staff: Number of Technical Staff: Other Supportive Staff: Total number of employees
15.	Does the organization have ISO 27001:2013. If yes, please upload. (For all members in case of Consortium)	Provide details and name of the uploaded file & page no. in which relevant documentary proof is included
16.	Does the organization have ISO 9001:2008 / COPC 2014. If yes, please upload. (For all members in case of Consortium)	Provide details and name of the uploaded file & page no. in which relevant documentary proof is included
17.	Total work experience of working on similar projects (name and number of completed or ongoing projects) (Lead member in case of Consortium)	Please attach pages in case of insufficient space and Provide details and name of the uploaded file & page no. in which relevant documentary proof is included
18.	Number of projects implemented for Government of India/ State Government (For all members in case of Consortium)	

Sl. No.	Particulars	Detailed Information
19.	Number of months of experience working on projects for Government of India / State Government / Govt. agencies (For all members in case of Consortium)	
23.	Name and Number of districts where organization has done similar projects	

Organizational Strength (Lead Member in case of Consortium)

S. No.	Role of staff members/ Experience	Number of Staff Members
1	Project Manager	
2	Programmer	
3	Scanner Operator/Data Entry Operator	
	TOTAL	

Description of Annual Financial turnover/Financial Receipts for the last three years.(Lead Member in case of Consortium)

S. No.	Financial Year	Annual Turnover in INR
1.	FY 2021-22	
2.	FY 2019-20	
3.	FY 2018-19	
4.	FY 2017-18	
5.	Average Annual Turnover	

	of 3 years of these 4 years	
	Provide details and name of the uploaded file & page no. in which relevant documentary proof is included.	

Details of Similar Projects (last 3 years)

S. No.	Year of Initiation	Name of the Project	Name of Authority for the Project	Duration	Key Project Activities	Total project value (in Rs.)

Additional documents to Upload

1. Profile of organization ((Details of all members in case of Consortium))
2. Profile of the CEO / Head of organization (Details of all members in case of Consortium)

Annexure VII:

Financial Proposal Format

(To be filled online only)

Tender Inviting Authority	The Sub- Registrar, Office of the Civil Registrar-cum-Sub Registrar, Collectorate, Daman
Nature of Work	"Scanning, Restoring & Development of Web Application of Digitalization of Records Management System for the Office of the Civil Registrar-cum- Sub Registrar, Daman".

Financial Bid Format A

Sr. No	Particular	Min. Resolution required	Approx. Total Volume	Cost per page (Rs.)minimum 500 words per page	Total Cost (Rs.)
		(A)	(B)	(C)	(D= B*C)
1	A4 Size/ Legal/ A3/ Others	300 DPI	3300000		
2	Development & Web Application of Digitization of Records Management System for Civil Registrar-cum-Sub Registrar, Daman				
3	TOTAL PROJECT COST				
4	O & M for 1 year for software solution				

Financial Bid Format B

Sr. No	Particular	Approx. Quantity	Cost per Sheet (Rs.)	Total Cost (Rs.)
1	Transparent Waterproof Sheet Protector Case	3300000		

Financial Bid Format C

Sr. No	Particular	Total Cost (Rs.)
1.	Network Storage with 3 year warranty	

Note:

- Rate to be quoted inclusive of GST and all other costs for Scanning, Restoring & Development of Web Application of Digitalization of Records Management System. and BOQ to be submitted online at ddtender.gov.in only.
- For any more such type of scanning work in future, the same rate quoted in the financial bid will apply for 2 years from the date of Work Order.
- **For Financial Evaluations, Cost of Sr. No. 3 from Financial Bid Format A will be considered.**

Annexure VIII:

Format Resume for Project Team Members

S.No.	Particulars		Details	
1.	Name			
2.	Specify role to be played in the project & whether 'prime' or 'alternate'			
3.	Current job title			
4.	Experience in yrs. (Provide details regarding name of organizations worked for, Designation, responsibilities, tenure etc.)			
5.	Name of Organization	From	To	Designation/ Responsibilities
6.				

7.				
8.	Number of years with the Current Organization			
9.	Current job responsibilities			
10.	Summary of professional / domain Experience			
11.	Skill sets			
12.	Highlights of assignments handled			
13.	Educational Background, Training / Certification including institutions, % of marks, specialization areas etc.			
14.	Degree (including subjects)	Year of Award of Degree	University	% of marks
15.				

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes qualifications and experience mentioned above and proposed staff member is a permanent employee of our organization. I understand that any willful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

Signature of Staff Member

Date:

Signature of Authorized

Signatory Date:

Company Seal:

Annexure IX: Request for Clarification

Bidders requiring specific points of clarification may Communicate with the Sub Registrar, Office of the Civil Registrar-cum- Sub Registrar, Daman during the specified period using the following format.

BIDDER'S REQUEST FOR CLARIFICATION			
Name of Organization submitting request		Name & position of person submitting request	Full formal address of the organization including phone, fax and email
			Tel:
			Fax:
			Email:
S. No.	Bidding Document Reference(s) (section number/ page)	Content of RFP requiring Clarification	Points of clarification Required
1.			
2.			

[Date]

[Type here]

Annexure X:

Performance Guarantee

To

**Office of the Civil Registrar-Cum-
Sub Registrar,
Collectorate, Daman-396220.**

Dear Sir/ Ma'am,

**Ref: Request for Proposal (RFP):“Scanning, Restoring & Development of Web
Application of Digitalization of Records
Management System for the Office of the Civil
Registrar-cum- Sub Registrar, Daman”.**

Sub: PERFORMANCE GUARANTEE

WHEREAS

M/s. (*name of bidder*), a company registered under the Companies Act, 1956, having its registered office at (*address of the bidder*), (hereinafter referred to as “*our constituent*”, which expression, unless excluded or repugnant to the context or meaning thereof, includes its successors and assignees), agreed to enter into an agreement dated (*Herein after, referred to as “Agreement”*) with you the Sub registrar, Office of the Civil Registrar-cum- Sub Registrar, Daman, Administration of UT of Dadra and Nagar Haveli and Daman & Diu for the design and execution of the project. We are aware of the fact that as per the terms of the agreement, M/s. (*name of bidder*) is required to furnish an unconditional and irrevocable bank guarantee in your favor for an amount INR, and guarantee the due performance by our constituent as per the agreement and do hereby agree and undertake to pay the amount due and payable under this bank guarantee, as security against breach / default of the said agreement by our constituent. In consideration of the fact that our constituent is our valued customer and the fact that he has entered into the said agreement with you, we, (*name and*

[Type here]

address of the bank), have agreed to issue this *Performance Guarantee*.

Therefore, we (*name and address of the bank*) hereby unconditionally and irrevocably guarantee you asunder:

In the event of our constituent committing any breach/default of the said agreement, and which has not been rectified by him, we hereby agree to pay you forthwith on demand such sum/s not exceeding the sum of INR.....() without any demur.

Notwithstanding anything to the contrary, as contained in the said agreement, we agree that your decision as to whether our constituent has made any such default(s) / breach(es), as aforesaid and the amount or amounts to which you are entitled by reasons thereof, subject to the terms and conditions of the said agreement, will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Performance Guarantee, but will pay the same forthwith on your demand without any protest or demur.

This Performance Guarantee shall continue and hold good till the completion of the period of the project, **“Scanning, Restoring & Development of Web Application of Digitalization of Records Management System for the Office of the Civil Registrar-cum- Sub Registrar, Daman”**, subject to the terms and conditions in the said Agreement.

We bind ourselves to pay the above said amount at any point of time commencing from the date of the said Agreement until the completion of the Project for the total solution as per said Agreement.

We further agree that the termination of the said agreement, for reasons solely attributable to our constituent, virtually empowers you to demand for the payment of the above said amount under this guarantee and we would honor the same without demur.

We hereby expressly waive all our rights to pursue legal remedies against U.T Administration.

We the guarantor, as primary obligor and not merely surety or guarantor of collection, do hereby irrevocably and unconditionally give our guarantee and undertake to pay any amount you may claim (by one or more claims) up to but not exceeding the amount mentioned aforesaid during the period from and including the date of issue of

[Type here]

this guarantee through the period.

We specifically confirm that no proof of any amount due to you under the agreement is required to be provided to us in connection with any demand by you for payment under this guarantee other than your written demand.

Any notice by way of demand or otherwise hereunder may be sent by special courier, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been provided to us after the expiry of 48 hours from the time it is posted. If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent upon intimation to you.

This Performance Guarantee shall not be affected by any change in the constitution of our constituent nor shall it be affected by any change in our constitution or by any amalgamation or absorption thereof or therewith or reconstruction or winding up, but will ensure to your benefit and be available to and be enforceable by you during the period from and including the date of issue of this guarantee through the period.

Notwithstanding anything contained hereinabove, our liability under this Performance Guarantee is restricted to INR.....(Rupees.....) and shall continue to exist, subject to the terms and conditions contained herein, unless a written claim is lodged on us on or before the aforesaid date of expiry of this guarantee.

We hereby confirm that we have the power/s to issue this Guarantee in your favor under the Memorandum and Articles of Association/ Constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power/s and has/have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favor.

We further agree that the exercise of any of your rights against our constituent to enforce or forbear to enforce or any other indulgence or facility, extended to our constituent to carry out the contractual obligations as per the said Agreement, would not release our liability under this guarantee and that your right against us shall remain in full force and effect, notwithstanding any arrangement that may be entered into between you and our constituent, during the entire currency of this guarantee.

Notwithstanding anything contained herein:

Our liability under this Performance Guarantee shall not exceed INR.....

[Type here]

(Rupees.....);

This Performance Guarantee shall be valid only up to the completion of the period of project for the Total Solution as per agreement; and

We are liable to pay the guaranteed amount or part thereof under this Performance Guarantee only and only if we receive a written claim or demand on or before (Date) (or as extended by the Authority.)

Any payment made hereunder shall be free and clear of and without deduction for or on account of taxes, levies, imports, charges, duties, fees, deductions or withholding of any nature imposts.

This Performance Guarantee must be returned to the bank upon its expiry. If the bank does not receive the Performance Guarantee within the above-mentioned period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.

This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such court.

Dated this.....Day..... Year.

Yours faithfully,

For and on behalf of the Bank,

(Signature)

Designation

(Address of the

Bank) Note:

This guarantee will attract stamp duty as a security bond.

A duly certified copy of the requisite authority conferred on the official/s to execute the guarantee on behalf of the bank should be annexed to this guarantee for verification and retention thereof as documentary evidence.

Annexure XI :

Specification of Network Access Storage

- 8 Bay Network Access Storage
- Tower form factor
- 64-bit CPU architecture. Minimum quad-core processor. Frequency minimum 2 GHz.
- System Memory : 8 GB
- 3.5" & 2.5" SATA/SSD support
- Ethernet 2x10 Gbe RJ45 and 2 x 2.5 Gbe RJ45
- Data protection, Active Backup and snapshot replication.
- 4TB x 6 HDD -7200 RPM
- Storage support for maximum 64 TB Raw capacity
- Protocol support : AFP, FTP, iSCSI, NFS, SMB, WebDAV.
- 3 Year HDD warranty
- 3 Year NAS warranty minimum
- RAID 0, 1, 5, 6 support