

# **INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT**

**GOVINDPURI, GWALIOR, 474011, (M.P.)**

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

**Dated: 17.06.2022**

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

**(Revised)**

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

IITTM invites sealed Expression of Interest (EOI) from reputed and qualified vendors for Scanning/Digitization of records using latest innovative technologies of various units of the Institute (i.e. Examination, Finance, Academic, Administration, Library etc.) at the institute's location.

The Tender documents along with instructions, scope of work and terms & conditions can be downloaded from the web site **www.iittm.ac.in**.

1. Last date of submission of EOI : 23.06.2022 till 5:00 P.M.
2. Date of presentation by vendors : 27.06.2022
3. Date & Time of Opening of Quotations : 24.06.2022 at 05:00 P.M.

Place of receiving and opening of Tender Bids :

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

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

**Note :- Those who have submitted the tender fee earlier need not pay the tender fee again.**

Director  
Indian Institute of Tourism & Travel Management



## **TWO BID SYSTEMS**

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

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

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

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

- i) Rate of entire work per page basis

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

## **1. FEE FOR TENDER DOCUMENTS**

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

## **2. EARNEST MONEY DEPOSIT**

An Earnest Money Deposit (EMD) should be submitted in the Technical bid of the tender, without which the tender shall be invalid. The amount of EMD will be **Rs.15,000/-** (Rupees Fifteen Thousand Only) payable in the form of demand Draft/ Bank Guarantee in favour of **"Director IITTM"** payable at **Gwalior, Madhya Pradesh**.

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

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

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

### 3. GENERAL TERMS AND CONDITIONS

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

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

#### **4. Scope of Work**

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

#### **5. Project involves broadly following activities :**

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

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

## 6. Qualifying Criteria

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

**Note :- All central government rules and regulations will be applicable in case of MSME / DIPP registered companies / start ups.**

## **7. Other Terms & Conditions**

- 7.1 The EOI should include a description of the firm's profile and details of relevant experience.
- 7.2 A demonstration of the proposed solution shall have to be given to the Committee on 31.05.2022.
- 7.3 The firm shall have to arrange its own staff for the entire scope of work. IITTM will not bear any expenses and not accept responsibility for the same.
- 7.4 Based on the demonstration of the solutions and discussions, it shall be decided whether commercial offers be called from the vendor whose solution is found suitable or fresh tenders are to be called after finalization of the tender documents.
- 7.5 The interested firms can inspect the concerned records after contacting the Program Officer (admn), IITTM, Gwalior during working hours of the institute.
- 7.6 For any query related to EOI will be entertained by Program Officer (admn), IITTM, Gwalior during working hours or through email: shivram.maurya@iittm.ac.in.
- 7.7 The authority shall reserve the right to reject any "expression of interest" without assigning any reason thereof.
- 7.8 The "Expression of Interest" received after due date and time (i.e. 23-06-2022 at 5.00 PM), shall not be entertained.
- 7.9 The sealed EOI should reach the Program Officer (admn), IITTM, Gwalior - 474011 latest by at 5.00 PM of 23-06-2022.



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

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

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

Sir,

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

<b>SL NO.</b>	<b>DOCUMENTS NEED TO BE SUBMITTED</b>	<b>WHETHER ATTACHED (Write YES/NO)</b>		<b>Ref. Page No.</b>	<b>RELEVANT DETAILS</b>
01	Tender Document fee				<b>Receipt No</b> <b>date</b>
02	Earnest Money Deposit (EMD)				<b>DD No:</b> <b>Date:</b> <b>Bank Name:</b> <b>Amount: Rs 15,000/-</b> <b>In Favour of: Director-IITTM, Gwalior</b>
04	Certificate of Registration firm				
05	Proof of office address (telephone bill, electricity bill etc.)				
06	Details of Bank Account of the firm. A cancelled cheque of the account of the firm to be enclosed.				
07	PAN Card				
08	GST Number				
09	Annual turnover certificate of last 03 financial year duly certified by the Chartered Accountants				
10	Not blacklisted certificate in the form of affidavit.				
11	An undertaking by the Agency for Acceptance & Compliance of all terms & conditions mentioned in this tender.				

Thanking you,

Yours faithfully,

Date:-

Name and Signature of authorized signatory  
(Seal of the firm)

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

To,

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

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

Sir,

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

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

Thanking you,

Yours faithfully,

Name and Signature of authorized signatory

Date:-

(Seal of the firm)