



TENDER FOR

“Digitization of Personal Files including Pension Files, Creation of Database , Generation of Reports utilising Search Engine Software for 35000 files and Technical support Maintenance service for eighteen months plus twelve months”

**KOLKATA PORT TRUST
LABOUR AND IR DIVISION
General Administration Department
15, Strand Road, Kolkata – 700 001**

Notice Inviting Tender No.: KoPT/L_IR/NIT/Digitization/394 dated 23.07.2018

1. INTRODUCTION

Kolkata Port Trust is facing new challenges of preservation and management of 3000 personal files and about 30000 pensioners files each containing 100 pages approximately for longer period. HR and IR Division of KoPT plans to digitize these records for proper up keep of these physical records in a systematic manner. This assignment includes scanning/quality enhancement/cropping of existing Record/digitization.

KoPT proposes for complete scanning, digitization and indexing of such official records of KDS , KoPT. These are required to be digitally converted with proper indexing for easy retrieval (viz. indexing). The documents would comprise approximately 25 lakhs pages (including pages of varying sizes of A4 / A3 / A2 / A1/ A0, etc.) and may be increased/decreased at the time of actual execution of the work.

2. The Proposal

Online tenders are invited in two bids – technical and financial from reputed agencies with proven competency in providing solution for digitization preferably with quality certification and fulfil the eligibility conditions to digitize records approximately 25 lakhs pages and to develop an application for Document management/storage and retrieval system. The job is to be completed through scanning, converting to PDF format and indexing of records for fast and quick reference and retrieval.

Kolkata Port Trust

Labour and Industrial Relation Division

NOTICE INVITING TENDER

KoPT/L_IR/NIT/Digitization/394 dated 23.07.2018

E-Tender under single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from reliable, bonafide and experienced firms with requisite experience as per Pre-qualification Criteria stipulated in the Tender Document for **"Digitization of Personal Files including Pension Files Creation of Database, Generation of Reports utilising Search Engine Software for 35000 files and Technical support Maintenance service for three years "** . The Bid Document may be seen from the NIC's CPP portal e-Procurement **GePNIC** portal. Corrigenda or clarifications, if any, shall be hosted on the above mentioned website only. The tender is also published on KoPT website (www.kolkataporttrust.gov.in) and the Central Public Procurement Portal (www.eprocure.gov.in/epublish).

Bidders will have to participate in the bidding process through the CPP portal www.eprocure.gov.in/epublish only.

SCHEDULE OF TENDER (SOT)

a.	TENDER No.	KoPT/L_IR/NIT/Digitization/394 dated 23.07.2018
b.	e-Tender No.
c.	MODE OF TENDER	e-Procurement System , Open tender (Online Single stage two parts Techno-Commercial Bid and Price Bid through NIC's CPP portal for E-procurement (GePNIC) (www.eprocure.gov.in) / www.kolkataporttrust.gov.in of KoPT) The intending bidders are required to submit their offers electronically through e-tendering portal. No physical tender is acceptable by KOLKATA PORT TRUST.
d.		
(i)	Estimated Cost Of Work	Rs. 45 Lakhs (Forty five Lakhs).

(ii)	Earnest Money Deposit	The intending firms would require to submit an EMD of Rs. Ninety thousands only through DD in favour of Kolkata Port Trust, Kolkata Dock System otherwise their offer will be summarily rejected.
(iii)	Tender document fee	The intending bidders should submit the tender cost of Rs. 1000/- (One Thousand only) (non-refundable) separately to Kolkata Port Trust through DD , otherwise their offer will be summarily rejected.
(vi)	Date of NIT available to parties to download	From 23/07/2018
(v)	Pre – Bid Meeting date & Time	07/08/2018 (at 11:00 hrs) (Offline)
(vi)	Last date of uploading of EMD & Tender Document fee through DD/ Pay order in favour of Kolkata Port Trust	28/08/2018 (up to 15:00 hrs.)
(vii)	Date of Starting of e-Tender for submission of online Techno-Commercial Bid and price Bid at www.kolkataporttrust.gov.in and NIC's CPP Portal for e-Procurement-GePNIC (www.eprocure.gov.in)	10/08/2018 (From 15:00 hours onwards)
(viii)	Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	28/08/2018 (Up to 15:00 P.M.)
(xi)	Date & time of opening of Part - I (i.e., Techno-Commercial	29/08/2018 (After 15:00 P.M.)

	Bid) Part - II Price Bid: Date of opening of Part II, i.e. Price Bid shall be informed separately.	
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Note: In the event of any unforeseen closure of work / holiday on any of the above days, the same will be opened / held on the next working day without any further notice.

P K Chattopadhyay
 Senior Personnel Officer
Tender Inviting Authority

4. Important Instructions to Bidder for E-Tender

Tender document can be viewed and downloaded from Kolkata Port Trust website www.kolkataporttrust.gov.in and NIC's CPP Portal for e-Procurement-GePNIC (www.eprocure.gov.in). The bid is to be submitted online only on NIC's CPP Portal for e-Procurement-GePNIC (www.eprocure.gov.in) up to last date and time of submission of bids. Sale of hard copy of tender document is not applicable.

Contact Persons (Kolkata Port Trust):

1. Shri P K Chattopadhyay, LA
 & IRO / Sr P.O , Phone :
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 E-mail : sr.po@kolkataporttrust.gov.in
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 Phone : (033) 71012279
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3. Shri Gautam Chowdhury, Dy. Director (EDP)
 Phone : (033) 71012387
 E-mail : gautam@kolkataporttrust.gov.in

Contact persons (CPP Portal) :
 Shri Nazmush – Mob. 9563251950
 e-mail : webhelpdesk@gmail.com
 See CPP Portal for contact details.

5. SCOPE OF WORK

a. Pre-Scanning Activities

Documents are kept at Finance Department and HR & IR Division of KoPT Head Office.

- i. Documents are to be collected from rooms/shelves and required to be counted and entered into the log register in presence of concerned KoPT Officer or his authorised representative. Proper pagination should be ensured by successful bidder before scanning , and handing-over taking-over particulars in respect number and type of pages should be recorded properly
- ii. The documents are required to be scanned at the specific location of the Office of the Department ; location of present storage of documents and site of execution would be close as far as practicable.
- iii. Since some documents are old and are not in good physical condition, documents are required to be repaired if not in condition fit for scanning. Vendor is required to handle these documents carefully preferably scan such documents using flat bed of scanner
- iv. It shall be the responsibility of vendor to take care of the protection and security of documents. In case of loss of any document appropriate remedy including penalty may be imposed on the vendor for the loss suffered. A committee of KoPT officials shall be constituted for assessing the damages and finalizing the appropriate remedial measures, decision of the committee shall be final and binding.
- v. The Vendor will make arrangement for a supervisor at each location of the scanning centre who will supervise the scanning activity being carried out in the Department and shall be reporting to the Department the progress of scanning on weekly basis.
- vi. Every unit shall appoint official who will supervise the scanning operation to ensure security of data/information available in files/documents while scanning performed by contractor as well as scanning agency should also ensure that there is no data breach at their end. Files handed over in the morning to the Agency must be returned in the evening duly scanned with declaration on nos of pages scanned so that KoPT can check it for quality of scanning.

b. Scanning Activities

The scanning of the records of A4/Legal/A3/A2/A1/A0 sizes at minimum 300 dpi resolution in B/w or Grey-scale or color. Also, the scanning of note sheet would be conducted. The content matter on a page to be scanned may consist of a mix of computer /type-writer print , hand writing , trilingual (English , Hindi & Bengali)

- i. Receipt of files by the contractor from staff of KDS after counting and entering details in the log register should be ensured before scanning.
- ii. Preparing the files for scanning/digitization purpose, i.e. removal of tags, pins etc.
- iii. The output i.e. Scanned & combined Notesheet pages/Scanned & combined Correspondence pages of a file have to be given in searchable PDF format with metadata as prescribed by the KoPT. The pdf data should be of size of 20 MB at max.
- iv. Successful bidder will capture data (text, photographs, tables, charts, diagrams, maps etc.) from the files provided by the KOPT and creating TIFF/PDF images. The final scanned copy in PDF should be legible, with completeness, image quality (tonality and color), and the ability to reproduce pages in their correct (original) sequence.
- v. Handing over the files back to the section in their original condition & scanned data in an appropriate electronic media provided by KDS . Files handed over in the morning to the Agency must be returned in the evening duly scanned with declaration on nos of pages scanned so that KoPT can check it for quality of scanning and certification of work done report.

c. Image Enhancement Activities

- i. Vendor should ensure that qualities of scanned images are enhanced upto the optimum level and required image enhancement activities have been done on the documents.
- ii. In case the documents are not legible it shall be the bidder's responsibility to scan the documents on high resolution i.e. 600 dpi or higher.
- iii. Basic image enhancement, Raster cleaning, De-skew, De-Speckle Cropping & hole Removal etc., to be carried out on each image for optimum images clarity without Compromising the Quality of text, photographs etc

d. Indexing / Metadata Entry

Successful Bidder has to do the metadata entry as per the requirement of the KoPT. Indexing parameters shall be decided by the HR & IR division at the time of award of contract.

Sample Meta Data:

Section / Department
File Number / Pension case No
Subject
Lot / Batch No.
Page No (As per original pagination)
Date of opening of file
Date of closing of file
Note Sheet image
Correspondence image
Total No. of pages of Note Sheet
Total No. of pages of Correspondence

Keywords

e. **Supply of application software for – Document Digitisation Management System:**

- i. The vendor shall test & implement the application software to be run on intra-net / multi user/ multi-distributed environment with proper security provisions and audit trail for storage and retrieval of records on keys as specified by the KoPT. User license / ownership of software shall be with KoPT. The retrieval should also be based on pagination done before scanning.
- ii. The software should also be able to capture and integrate new arrival of digital /non-digital (after scanning) records.
- iii. Sufficient number of copies (five – one original and four photocopies) of software documentation & user manuals shall have to be provided.
- iv. The training of KoPT(LA&IR , Pension) staff – for two days for one group consisting of upto 20 persons shall be given . The training should cover how to operate the software and retrieve data after digitisation
- v. Successful Bidder has to provide technical support for software for one year after completion of digitisation work or 18 months of award of contract whichever is later. This shall be treated as warranty obligation for bidder
- vi. Software should be full featured document digitisation software (preferably a proven package or custom developed) with necessary license. The software should be web-based with features for indexing , cataloging , OCR , Encryption ,security.

f . Scanning Activities Conditions :

- i. Take Precautions with documents in an orderly manner without disturbing the chronology of the documents and without mixing pages between different documents.

- ii. Carry out the scanning and profiling (including any Meta data entry) of the documents as supplied to the vendor. The vendor shall strictly comply with the operational processes for implementation of the project.
- iii. Blank pages should not be scanned.
- iv. The vendor shall add/replace poor quality scanned images/ documents on its own, for which vendor shall not be entitled to get any extra payment.
- v. It is absolute responsibility of the vendor to ensure that the contents of the digitized documents shall be an exact replica of the original paper document maintained as part of the records in the books. This will be a mandatory condition for the vendor to authenticate the validity of the digitized documents.
- vi. Authorised officers of the KoPT in charge of the document may direct to get all the documents scanned and digitized afresh by any other vendor, if it is found that the vendor has not performed the task of scanning digitization satisfactorily and the images are of poor quality and expenditure in doing so incurred by KoPT shall be deducted from the vendor's bill.
- vii. The files/ documents will not be allowed to be removed from space/ premises allocated to the firm. Suitable hardware infrastructure/ facilities have to be established onsite at the space allocated by the authority to do the Digitization work.
- viii. Under no circumstances, the documents shall be changed, mutilated, destroyed or replaced by some other documents.
- ix. Cleanliness of work area, digitization equipments, and originals like scanners, platens, and copy boards will have to be cleaned on a routine basis to eliminate the introduction of extraneous dirt and dust to the digital images. Though the documents are cleaned regularly, they tend to be dirty and will leave dirt in the work area and on scanning equipment.

g . Security

- i. The data/documents provided to contractor for scanning contains proprietary information of KoPT and is to be treated as confidential. The Contractor will be responsible for maintaining confidentiality of contents of the documents.

- ii. Contractor should undertake that no unauthorized copy of assigned work would be made in any manner whatsoever. Contractor would be fully accountable for any leakage/piracy of the data from the premises and in transit.
- iii. If any occurrence of breach of this confidentiality comes to the notice of KoPT, appropriate action under KoPT/Government rules will be initiated against the Contractor
- iv. The Contractor shall ensure securing of original manuscript/documents against any kind of misuse, including photocopying, mutilation or destruction by any other means and shall also ensure the secrecy of digital data against illegal copying and any kind of virus.
- v. The Contractor shall be fully responsible for returning the manuscript/documents intact and also for compensation for any damage caused due to loss or otherwise.
- vi. For any deletion/virus inflicted, loss of mutilation of the data provided after scanning the contractor will be fully responsible for compensating the loss caused by negligence.
- vii. A list of persons to be deployed for digitisation shall be provided to KoPT with a declaration of their antecedent verification as per format at Schedule-C
- viii. Contractor shall be responsible for the conduct of the staff deployed by him.
- ix. The system should have encryption based security in transmission , storage & retrieval besides login credentials / authorisation for users.
- h . Recommendation of hardware & system software :
Hardware & software necessary for running the application should be arranged / recommended by vendor. The same /similar platform should be used by the vendor for demonstration of the solution.
- i . Onsite Infrastructure : All infrastructure Hardware including Desk-top computers , Ups , scanners , other equipments (as per Requirement) , all software & manpower to carry out the work are To be arranged by the vendor at their own cost in KoPT's premises.

6. Steps involved in Digitization Process:

Step-I Scan, Enhance, and archive in Portable Hard Disk(s).

Step-II Scanning the images using the agreed resolution and providing the data in the requisite formats, i.e. TIFF, PDF etc.

Step-III Cleaning of images (removing black noises around the text) Skew correction to make the image straight) De-Speckle (removing of small dots between the text) providing the Equal margin all around the text and maintain Same Page Size as per original for all pages of each thesis.

Step-IV Extract text from the images and

converting to Searchable PDF-A with 99% accuracy of text. Graphics should have their enhanced gray scale/RGB look in the final output.

Step-V Storing and maintaining back-up, verification of backup till the project execution And a status report on weekly basis is required. (Provide backup on Portable Hard Disk/DVDs)

Step-VI Capture and Create Metadata for each and every files specified by KOPT.

Step-VII Create Search engine where multi search option available according to the KOPT

Step-VII Upload the Digitized PDF on KOPT server.

Step-VIII Provide a digital copy of entire digitized content in Portable Hard Disk to the library.

7 . GENERAL INSTRUCTION FOR BIDDERS :

A. General Conditions of Contract (GCC), which is available in the KoPT website for download, will form an integral part of the tender document. The Bidder shall examine carefully the General Conditions of Contract. Tender for the above work should be submitted in accordance with the Scope of Services , Bill of Quantities as specified in this tender and in accordance with the Special Conditions of Contract & General Conditions of the Contract. The Special Condition of Contract will prevail over and above the General Conditions of Contract. Only those Clauses, Forms or Formats of the aforesaid GCC, which are not covered anywhere in this Tender Document, shall be applicable.

B. Earnest Money Deposit (EMD) And Tender cost fees:

The intending firm is required to submit an EMD & Cost of Tender Fees as mentioned in sl (ii) & (iii) of schedule of Tender (SOT)

- (i) Earnest money and cost of tender paper are to be physically deposited to the Office of Senior Personnel Officer (LA & IR) at 15, Strand Road, Kolkata-700 001 by Vendors/Contractors through Bank Draft//Demand Draft/Pay order etc. in favour of Kolkata Port Trust, payable at Kolkata, within 3 days after closing date of online submission of tender .
- (ii) Details of cost of en-tender paper remitted should be entered by the participating vendor/contractor in the Form A6 AND same uploaded in the e-tender as indicated hereunder:

- a) Name of remitting vendor/Contractor :
- b) Tender No. :
- c) Amount remitted :
- d) Date of remittance :
- e) Bank Draft/Cheque No. :

iii) Details of Earnest money remitted should be entered by the participating vendor/contractor in the Form A6 AND same should be uploaded in the e-tender as indicated hereunder:-

- a) Name of remitting vendor/Contractor :
- b) Tender No. :
- c) Amount remitted :
- d) Date of remittance :
- e) Bank Draft/Cheque No. :

Tender submitted without requisite Earnest Money and cost of tender paper will be liable for rejection.

- iv) Unsuccessful tenderer's Earnest Money Deposit will be refunded without interest as promptly as possible after receipt of a bidder's application stating their bank particulars, supported by the aforesaid TR in original.
- v) The successful tenderer's Earnest Money Deposit may be considered for release after the tenderer, executing the agreement with Kolkata Port Trust, concurrently furnish the performance security deposit equalling 10% of the total contract value in form of B.G. from nationalized bank under Kolkata jurisdiction or D.D./Banker's cheque payable at Kolkata.
- vi) The Earnest Money Deposit shall be forfeited
 - a. if a tenderer withdraws its offer during the period of tender validity.
 - b. If a tenderer submits false information or fabricated documents, and the same is detected during consideration of tender, his tender may not be considered and EMD may be forfeited. If it is detected after award of tender, the contract may be terminated and losses on this account would be recovered from the contractor. Punitive action including

suspension and banning of business can also be taken against defaulting bidders.

c. In case of a successful tenderer, if the tenderer fails –

- to sign the agreement
- to furnish the performance Security Deposit as mentioned in this document within the stipulated time limit.

C. Pre-Qualification criteria :

Bidders should be an established firm / Company having experience in software development , scanning & digitisation work registered in India with previous performance records of scanning , digitisation work of documents or records etc in the areas as mentioned in the scope of work

The Bidder should meet the following

- a) Experience of having successfully completed scanning, Digitisation works of documents or records etc during last 7 years ending 31.03.2018, meeting with following
 - i) 3 similar completed works each costing not less than the amount of 40% of estimated Contract Value for each OR
 - ii) 2 similar completed works each costing not less than the amount of 50% of estimated Contract Value for each OR
 - iii) 1 similar completed work costing not less than the amount of 80% of estimated Contract Value.

Here, **similar work** means work related to scanning , digitisation work and software development for retrieval of key data thereafter from documents or records etc. by deploying necessary manpower including arranging onsite infrastructure /hardware, system software, software maintenance etc.

- b) The Average Turn Over of the firm during the last three financial years ending 31.03.2017 must be at least 30% of Estimated Contract value . Auditor's Certificate may be provided in this Regard.
- c) The Bidder should not be blacklisted by Central / State Government Ministry /Department / PSU /Government Company.

- d. The company should be a ISO 9001 – 2008 & ISO 27001 certified company.
- e. The Vendor should have capacity – to scan at least 7,500 pages at 600 dpi in one General shift basis per day. Vendor should authenticate their capability in Form C1 under Project Methodology .
 - f. Joint bids or outsourcing or subletting of any nature/third party would not be acceptable.
 - g. The bidders qualifying the eligibility criteria shall be required to give a live demonstration of the application software and its operations.
- h. The server (shared or cloud based) , if used by the vendor for execution as per scope of service , should submit third party SSL certificate for the server. The final storage will be on KoPT Server.
- i. Bidder should open an office in Kolkata / Howrah if they do not have the same.

D. Format and Signing of the offer document :

- a. The offer / bid has to be entered online by the bidder using Digital Signature and Encryption. All other / supporting documents must

be in indelible ink and should be signed by the person(s) duly authorised to sign on behalf of the tenderer. Such authorisation shall be indicated by written power-of-attorney. The name and position held by each signatory of the said documents must be typed or printed or sealed below the signature.

- b. The documents should contain no interlineations, erasers or over-writing except as necessary to correct the errors made by the tenderer in which case such corrections should be initialled by the person(s) signing the documents.
- c. Tender must be submitted for executing all works involved and any tender received for doing a portion of the work with responsibility for carrying out the remaining works by the Trustees' other contractors, will be liable for outright rejection.
- d. The tenderer are required to submit ON-LINE the following Bid Format documents along with their offer:

SL	Descriptions
1	Covering Letter ---- Form A1
2	Undertaking in lieu of uploading entire signed tender document -Form A2
3	General information as per Schedule - Form A3
4	Profile of Tenderer - Form A4
5	Power of Attorney for signing of Application /Bid as per format -Form A5
6	Earnest Money Deposit & Tender Cost Covering Letter - Form A6
7	Financial Details - Form B1
8	Experience Details - Form B2
9	A write-up on Project Methodology Form C1
10	Details of Hardware Software and ManPower Form C3
11	Copy of Valid Trade License
12	Copy of PAN Card
13	Copy of GST Registration Certificate
14	Form of Affidavit -- Annexure A
15	Indemnity Bond --- Annexure B
16	Signed Pro-forma agreement with KoPT as per Schedule -- A
17	Acceptance of draft pro-forma of bank guarantee as per Schedule - B
18	Antecedent Certificate as per Schedule C
19	Unpriced Price Bid Form D1 with out quotation as per format

- e. The tenderer is required to unconditionally agree to the following condition online using his/her Digital Signature:

"Has fully read and understood the entire Tender Document, GCC, and Addenda, if any, downloaded from KoPT Website / CPP Portal/ MSTC Portal under the instant e-tender and no other source, and will comply with the said document, GCC and Addenda."

Therefore, the bidder is not required to upload scanned copies of manually signed hard-copies of the tender document and its addenda as was earlier mandatory in case of manual tenders.

E. VALIDITY OF OFFER:

- (a) The tender including Price Bid shall remain valid for acceptance for a period of 180 days from the actual date of opening of price of the tender.
- (b) Prior to expiry of the validity period as indicated in the original tender, KDS, KoPT may request bidders to extend the validity for a specified period and the tenderer will have the liberty to refuse such request without forfeiting his EMD.

F. Tender Documents :

The tender, complete in all respects, shall have to be submitted online by the bidder as part of the **Prequalification Bid** and **Techno-Commercial bid** containing the following:

- (a) Power of Attorney (in Stamp paper if applicable)
- (b) Profile of Bidder
Audited Annual Accounts for the last three completed financial years, supported by a Certificate from a Chartered Accountant, to show the Average Annual Financial Turnover considering the last three financial years ending on March 31, 2017.
- (c) Self-certified copy of PAN Card
- (d) Certified copy of up-to-date Profession Tax Payment Challan (PTPC), if applicable. If this is not applicable, the bidder must submit a declaration in this regard.

- (e) Certified copy of 'Employees State Insurance (ESI) Registration Certificate' OR an Affidavit (as per enclosed Format) affirmed before a First Class Judicial Magistrate in case the Bidder is not covered under ESI Act or exempted from it.
- (f). Certified copy of valid Trade License
- (g) EPF A/C No.
- (h) Certified copy of 'Provident Fund Registration Certificate'.
- (i) Certified copy of valid GSTN Number.
- (j) Copy of Work Order & work completion certificate to establish eligibility as per clause 7 C (a)
- (k) Copy of ISO 9001 -2008 and ISO 27001 certificates
- (l) Declaration of capacity of scanners as per clause 7 C (e).
- (m) A self declaration that the Bidder has not been banned / de-listed / debarred by any Government or Quasi-Government Agency or PSU. If a bidder has been banned / de-listed / debarred by any Government or Quasi-Government Agency or a PSU, the details must be clearly stated along with the relevant documents, which the bidder is to enclose together with the Techno-Commercial Bid.
- (n) A declaration that no change (in words, specification etc.) have been made in the submitted tender document of KDS, KoPT

Following documents to be submitted as part of **Technical Bid**

- (o) Details of the list of the Key Personnel of the Project team that will be placed for Service
- (p) Profiles of the Key Personnel
- (q) Bidder should give a brief write-up on Project Methodology.
- (r) Bidder shall provide a detailed compliance of the specification of the proposed service. Any deviation from the specification shall result in rejection of bid.
- (s) An unpriced Price Bid without Price quotation should be submitted along with technical Bid.

Note: The Bidder shall be bound to produce the original of all the documents for which photocopies have been submitted, if /as demanded by KDS, KoPT, at any point of time.

G. Commercial / Price Bid :

- i. Price quoted by the tenderer shall remain fixed for the contract period of 18 months of execution period plus twelve months of warranty period and no escalation would be allowed.
- ii. The tenderers shall quote rate per page on line , as per Price Bid Form D1, including all taxes, duties etc. but excluding GST for the entire job. However price Bid without any price quotation is part of technical bid
- iii. The rates so quoted should be all inclusive (hardware/software/manpower/logistic services/taxes) including discount if any. The space, furniture and electricity shall be provided by the Department free of charges
- iv. The payment shall be made on monthly basis subject to the certification from the concerned Division/Sections whose Documents have been scanned.
- v. No advance shall be provided for executing the work
- vi. Price evaluation will be done on the basis of per page quote applicable for 25,00,000 nos of A4 pages, A0 and A1 pages will be treated three times and two times of A4 pages respectively. Other sizes of papers will be treated as A4 page.

H. DETERMINATION OF RESPONSIVENESS:

Prior to evaluation of Techno -Commercial part of the tender, KDS, KoPT will determine whether each offer is responsive to the requirement of the Tender Document. An offer shall be considered responsive if the tender -

- (a) Is received by the due date and time including extension thereof, if any,
- (b) The bidder unconditionally accepts the tender document and GCC,
- (c) Is accompanied by the required Covering Letter,
- (d) Is accompanied by the required EMD , Tender Fee , Power of Attorney (if applicable),

- (e) Contains information/details in formats specified in this Tender Document,
- (f) Is accompanied by certificates of Chartered Accountant etc. as applicable,
- (g) Is consistent with respect to details submitted in the tender and supporting documents
- (h) Has not proposed any deviation whatsoever as compared to the terms & conditions, scope of work etc. detailed in the Tender Document together with subsequent amendment(s) / modifications(s) thereof made through issuance of Addenda, if any.

I. AMENDMENT OF BID DOCUMENTS:

At any time, prior to the last date and time of submission of bids, the department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendments.

The amendments shall be notified online only thru corrigendum's, if any. In order to afford prospective bidders reasonable time in which to take the amendments into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids suitably.

J. Conceptualization of the project

The bidder shall indicate the details regarding the Scanning/ Digitization of Records being carried out along with the scanning, as well as digitization.

K. Language of Proposals

The bids and all correspondence and documents shall be written in English.

L. Last date for submission

The Bids (both Technical and Financial) must be submitted online not later than prescribed last date of submission in Section I.

M. Extension of last date for Submission

The Department may, at its own discretion, may extend the deadline for submission of bids and notify the same through the website, in which case all rights and obligations of the Department and Bidders subject to the previous deadline will thereafter be subject to the deadline as extended.

N. Late Bids

Any bid received by the Department after the deadline / extended deadline for submission of bids prescribed by the Department will be summarily rejected.

O. RIGHTS OF KDS, KoPT:

- (a) Order shall be placed as per requirement of KDS, KoPT.
- (b) Notwithstanding anything contained in this Tender Document, KDS, KoPT reserves the right to accept or reject any offer and to annul the tendering process and reject all offers at any time without any liability or any obligation for such acceptance, rejection or annulment without assigning any reason thereof.
- (c) KDS, KoPT reserves the right to reject / disqualify an offer, in case KDS, KoPT is satisfied that any bribe, commission, gift or advantage has been promised, offered or given by the Bidder himself or on behalf of the Bidder to any officer, employee or representative of KDS, KoPT or to any person on his or their behalf to secure the tender or to influence the process of examination, evaluation etc. of the tender.
- (d) KDS, KoPT also reserves the right to reject / disqualify an offer if it is observed that the Bidder or his representative has made false and misleading statement and/or have tried to influence KDS, KoPT in the process of examination, evaluation etc. of the tender.
- (e) KDS, KoPT reserves the right to postpone the deadline for submission of Bids through notice.

P. PRE-BID MEETING:

- a. A Pre-Bid meeting shall be held as per time schedule mentioned above. In case of offline meeting, it will be held at the Office of Senior Personnel Officer (L&IR Division), 7th Floor, 15, Strand Road, Kolkata Port Trust, Kolkata – 700001. The Bidders may participate in the same, if they so desire.
- b. The intending bidders are advised to formulate their queries relating to any aspect mentioned in the tender document or any clarification required well in advance and forward the same in writing or by e-mail to sr.po@kolkataporttrust.gov.in in advance of the pre-bid meeting to Sr PO
(L&IR), , L&IR Division, 7th Floor, 15, Strand Road, Kolkata Port

Trust, Kolkata – 700001 so that the same may be discussed / clarified in the Pre-Bid meeting. During the Pre-Bid meeting, the queries received in advance would be clarified first followed by those raised during the meeting.

- c. Modifications / amendments, if any, to the terms and conditions of the original tender, scope of the project etc. as decided in the pre-bid meeting which the intending bidder is to note for submitting their tender. The amendments / modifications / clarifications shall be hosted in the MSTC portal and also on KoPT website and the Central Public Procurement Portal in the form of an "Addendum" which shall become an integral part of the tender document for all purposes and shall be binding on the bidder.
- d. Attending the Pre-Bid meeting will be helpful for the intending bidder but is not mandatory.

8. General Terms & Conditions :

A. Timelines and Payment Terms

- 1. The payment shall be made on monthly basis subject to the certification from the concerned Division/ Sections whose Documents have been scanned
- 2 . No advance shall be provided for executing the work.

B. Completion time /Duration of contract :

Successful bidder has to complete Scanning and digitisation job of 25 00 000 nos of A4 pages in a span of eighteen Months from dt of award of contract. Working hours for the contractor is from 9.30 AM to 5.30 PM , Working days Monday to Fri Day. However there are twenty four Holidays in a year when there will be no work. Monthly Execution rate @ 100000 pages per month for first two months and for remaining months @ 143750 per month.

Warranty Period : One year from completion of execution or eighteen months from Date of award of contract whichever is later. Successful Bidder to ensure technical support for smooth running of the software prepared by them. Following is the application support plan covered

- 1. Trouble shoot / fix simple application user interface related queries
- 2. Assist application users in understanding application usage.
- 3. Performing standard base services such as application health check & Preventive maintenance.

4. Critical issues will be addressed and fixed with in 48 hours.
5. Non show stoppers and non critical issues will be fixed with in ten Working days.
6. Support will be provided on all working days (Monday to Friday) from 10.00 AM to 5.00 PM except public holidays.
- 7 . Any modification in the software after acceptance shall be done Free of cost during eighteen months of execution

C. Assets & Space

1. Contractor must provide the high speed scanners.
2. The equipment (Scanners) provided by the Contractor shall be capable of providing B/W and colored scanning.
3. The Contractor shall have to provide the scanners and labour for the digitization work. Space, Computer, electricity points and storage devices will be provided by KoPT.
4. The scanning work of documents shall be undertaken at the premises of Kolkata Dock System Offices.

D. Quality Work

1. Majority of the documents are of A4 size however there may be documents with different (legal etc.) sizes. The documents must be carefully separated. If stapled, tags, threads, rubber bands and pins need to be carefully extracted.
2. Any external annexure like photographs is to be fixed carefully and neatly, if required with glue.
3. Proper dusting of the document to ensure clarity of scanned document in addition to ironing and smoothening may also be ensured.
4. Page numbering of each document must be ensured. If some document is not numbered you may get it done by requesting the respective custodian of file/document.
5. It may be ensured that the scanned documents are readable and in the searchable format i.e. pdf/A as well as in .tiff. All the pages of a single file have to be merged together to generate an exact replica of the physical file. The merged document should be represented in a TIFF/PDF-A searchable file format for archival storage purpose. The vendor shall use Lossless Compression Techniques as per our open standard format for documents.
6. The quality of the old documents may have deteriorated and hence extra care and precautions (use of flatbed mode/scanner) shall be taken while handling these documents.

7. Digitized data is indexed and catalogues as per the metadata requirements of the End User Department. Metadata and Indexing work shall be carried out using digitization software provided by KDS/KOPT which is upto 200 characters.
8. If the documents are bound and stitched, they need to be unbound and unstitched and after scanning they should again be bound and stitched.

E. Tax Clause GST or any Other Taxes:

Service Provider to confirm that the GST amount charged in invoice is declared in its returns and payment of taxes is also made.

The Supplier / Service Provider agrees to comply with all applicable GST laws, including GST acts, rules, regulations, procedures, circulars & instructions thereunder applicable in

India from time to time and to ensure that such compliance is done within the time prescribed under such laws. Supplier / Service Provider should ensure accurate transaction details, as required by GST laws, are timely uploaded in GSTN. In case there is any mismatch between the details so uploaded in GSTN by

Supplier / Service Provider and details available with Kolkata Port Trust, then payments to Supplier / Service Provider to the extent of GST relating to the invoice/s under mismatch may be retained from due payments till such time Kolkata Port Trust is not sure that accurate tax amount is finally reflected in the GSTN to KoPT's Account and is finally available to Kolkata Port Trust in terms of GST laws and that the credit of GST so taken by Kolkata Port Trust is not required to be reversed at a later date along with applicable interest.

Kolkata Port Trust has the right to recover monetary loss including interest and penalty suffered by it due to any non-compliance of tax laws by the Supplier / Service Provider. Any loss of input tax credit to Kolkata Port Trust for the fault of supplier shall be recovered by Kolkata Port Trust by way of adjustment in the consideration payable.

Supplementary invoice/debit note/credit note for price revisions to enable Kolkata Port Trust to claim tax benefit on the same shall be issued by you for a particular year before September of the succeeding Financial Year.

The purchase order/work order shall be void, if at any point of time you are found to be a black listed dealer as per GSTN rating system and further no payment shall be entertained.

The prices quoted shall be exclusive of any statutory levies and or other charges levied by any Central/State/Local Authorities which shall be paid extra at applicable rates at the time of supply of goods / services.

F. PERFORMANCE BANK GUARANTEE (PBG)/ SECURITY DEPOSIT (SD):

- a. The successful bidder, at own expense, shall have to keep with KDS, KoPT Security Deposit amounting to 10% of the Order Value (valid) for the entire period of contract i.e 18 months of execution plus twelve months of warranty period plus six months in the form of Bank Guarantee as per Schedule-B within 30 days from the date of issuance of Order Letter. The successful bidder may also deposit Security Deposit in the form of D.D./Banker's cheque equivalent to 10% of the total contract value in favour of 'KOLKATA PORT TRUST'.
- b. The Security Deposit shall be held by the "ENGINEER OF THE CONTRACT" (i.e. Sr Personnel Officer or any other officer designated) as security for the performance of the successful bidder's obligation under the contract. The Security Deposit shall be refunded without interest after successful completion of the entire period of contract and as extended by KoPT plus three months subject to recovery of damage and / or loss incurred, if any, by KDS, KoPT due to default on the part of the successful bidder.

G . Errors, Delays and Deductions:

1. In case of any delay in supplying the desired output in digitization & archiving and so ftware development, on the part of the vendor, the following deductions shall be applicable:
 - i. Penalty @ 01% of gross monthly bill for every 5% shortfall or part thereof of monthly production which is not achieved.
 - ii. Liquidated damage will be as per GCC , Compensation @ 0.5% of total bill value of work (contract price) as mentioned in the letter of acceptance for every week or part thereof , the works remain unfinished. However , such compensation should not exceed 10 % of contract value.
2. Delay in providing documents to the vendor by the concerned department shall not be considered in the calculation of delay. In case of non-availability of pages to be scanned, the firm has to inform the nodal officer in writing.
- 3 Any variation in mis-match/linking of documents with the desired data while scanning of documents (OR) wrong retrieval of records/ images (OR) non-retrieval of records/images shall be treated as errors and shall be the responsibility of the vendor. Such errors are not acceptable to KoPT.

▪

▪

H. Termination for Insolvency and Default Termination for Insolvency

The Department may at any time terminate the contract by giving written notice of four weeks to the agency, without any compensation to the agency, if the agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Department.

I. Termination for default

Default is said to have occurred

- If the agency fails to complete the scanning, digitization and indexing in accordance with the Tender Notice with the time periods) specified in the contract or any extension thereof granted by the Department.
- the agency fails to perform any other obligation(s) under the contract/ work order.
- If the agency fails to comply with instructions of the Department with respect to improving the quality of scanning, digitization and indexing.

J. Force Majeure

In the event of the contractor/KoPT being prevented from fulfilling its obligation or part thereof arising out of this contract due to any Force Majeure event like acts of God (flood, earthquake etc.) or war, civil commotion, strike, etc. the affected party shall forthwith but in no case later than 24 hrs. from the commencement of such event, intimate the other party as to the commencement of such event and continue to intimate after every 7 days during continuance of such event. The affected party shall, upon cessation of such event, promptly inform the other party and shall commence its obligation in part or in full arising out of this contract, which was kept suspended due to such events of "Force Majeure."

K. Adherence to Acts, Rules & Regulations

The Bidder should ensure that all relevant Labour Laws including Workmen Compensation Act, 1923, EPF Act, 1952, Employees' State Insurance Act, 1948, Payment of Wages Act, Gratuity Act, Contract Labour (Regulation and Abolition) Act, Minimum Wages Act, 1948, Employers' Liability Act, 1938, Industrial Disputes Act, 1947 etc. with amendments and the modifications thereof are duly complied with. The successful tenderer shall also keep the Trustees indemnified against any compensation to be paid by KoPT for failure of the agency to comply with relevant Labour Laws and also against any loss/damage/injury/death etc. arising out of and in course of employment both under Workmen's Compensation Act, 1923 and also Employees' State Insurance Act, 1948.

The contractor shall strictly adhere to all rules and regulations as laid down by the Government of India, State Government and Kolkata Port Trust or any other statutory body in respect of execution of the contract.

L. Damage & Loss to private property & injury to workmen :

The contractor(s) shall at his (their) own expenses reinstate and make good to the satisfaction of KoPT and pay compensation for any injury, loss or damage accrued to any property or rights whatever including property and rights of KoPT (or Agents/servants or employees of KoPT) or which would be so enforceable against KoPT where KoPT is a private person, in respect of any such injury (including injury resulting to death), loss or damage to any person whomsoever or property including all claims which may arise under the Workmen's Compensation Act or otherwise.

Technical Bid

e-Tender No. KoPT/Kolkata Dock System/EDP/.../18-19/ET/...

[DOCUMENT TO BE DOWNLOADED, FILLED IN UNDER BIDDER'S
LETTERHEAD, SIGNED, SCANNED AND UPLOADED]

Covering Letter

Form A1

Ref.

No.....

Date:

Senior Personnel Officer
(LA & IRO /Sr PO),

Labour
Administration &
Industrial Relation
Division

Kolkata Port Trust,

15, Strand Road,

Kolkata – 700 001

Dear
Sir,

1. We,(Name of Tenderer) having examined the								
Tender	Document	and	understood	its	contents,	Here by submit	our	Tender
for..... (NIT No. KoPT/KDS/Mech/SE-I							/ADV/.....	
Dated..... and confirm that we unconditionally accept all the terms and conditions of the same								

including the Addendum (if issued).

2.All information and proofs provided in the Tender including Addendum and in the Appendices are true and correct and all documents accompanying such tender are true copies of their respective originals.

3. We shall make available to Kolkata Port Trust (hereinafter referred to as KoPT) any additional information it may find necessary or require to supplement or authenticate the Tender.

4. We, (Name of Tenderer) hereby undertake that we will abide by the decisions of KoPT in the matter of examination, evaluation and selection of Successful Tenderer and shall refrain from challenging or questioning any decision taken by KoPT in this regard. We further acknowledge the right of KoPT to reject our tender without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

5. We also certify the following:

(a) We have not been debarred by the Central/State Govt. or any entity controlled by them or any other legal authority from participating in any Tender/Contract/Agreement of whatever kind.

(b) We have also not been expelled from any project or contract nor have had any contract terminated for breach in the last 3 years ending on the date of opening of the techno commercial part of the tender.

6. We declare that:

(a) We have examined and have no reservations to the Tender Document, including the Addendum, if any, issued by KoPT thereon.

(b) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt, fraudulent or coercive practices to influence the evaluation process of the tender.

(c) My organisation/Company or any employee of my organisation /company will not use or disclose any data /information/text /digital copy any time for any purpose under any circumstances and will return the processed document or all copies & records of scanned document at any time during project period.

7. We understand that KoPT reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time without any liability or any obligation for such acceptance, rejection or annulment without assigning any reason thereof.

Yours faithfully,

Signature of Tenderer.....

Name:

Designation:

Date:

Seal of the tenderer.....

Technical Bid

Form A2

**Undertaking to be submitted in lieu of uploading/submitting signed copy
of full tender document**

**[DOCUMENT TO BE DOWNLOADED, FILLED IN UNDER BIDDER'S
LETTERHEAD, SIGNED, SCANNED AND UPLOADED]**

NIT No. KoPT/KDS/LA&IR/.....

Date

Sr Personnel Officer (LA & IR)

Kolkata Port Trust,

15 Strand Road

Kolkata – 700 001

Dear Sir,

I/We,(Name of Tenderer) have fully read and understood the entire Tender Document, GCC, and Addendum, Corrigendum if any, downloaded from under the instant e-tender and no other source, and will comply to the said document, GCC and Addendum, Corrigendum.

I/We are submitting this undertaking in lieu of submission of signed copy of the full tender document GCC and Addendum, Corrigendum.

Yours faithfully,

.....

Signature of Tenderer

Name:

Designation:

Date :

Technical Bid

[DOCUMENT TO BE DOWNLOADED, FILLED IN UNDER BIDDER'S
LETTERHEAD, SIGNED, SCANNED AND UPLOADED]

Form A3

NIT No.

NIT for

GENERAL INFORMATION

Company Name : _____

Head Office Address : _____

FAX No. : _____ Telephone No. _____

Regional Office Address : _____

FAX No. : _____ Telephone No. _____

Local Office Address : _____

FAX No. : _____ Telephone No. _____

Country and Year Incorporated *

Main Lines of Business :

1. _____ Since _____

2. _____ Since _____

3. _____ Since _____

Organisation chart showing structure of company including names and position of Directors, General Managers and other key Personnel and total number of qualified key technical personnel in Company's current employment for execution of this project are enclosed.

Signature and Seal of the Tenderer.

Technical Bid
**[DOCUMENT TO BE DOWNLOADED, FILLED IN UNDER
BIDDER'S LETTERHEAD, SIGNED, SCANNED AND UPLOADED]**

Profile of Tenderer / FORM -A4

e-Tender No. KoPT/Kolkata Dock System/EDP/.. /18-19/ET/.....

This is to confirm that we agree to abide by all the terms and conditions of this NIT No. KoPT/ KDS/LA&IR/ /ADV/..... dated ...04.2018, those mentioned in the "General Conditions of Contract" enclosed with this Tender Document as well as decisions taken in the pre-bid techno-commercial conference, if any. We also agree to extend the technical support / service of the system beyond 1 years as mentioned in tender if required and requested by KOPT. Our relevant particulars are furnished hereunder:

Particulars

**To be filled in by the Tenderer or
to be mentioned as "none "**

Name of the Tenderer

Name of the owner(s) of the Tenderer

Full postal address of the Tenderer
including Police Station

Telephone No. of the Tenderer

Fax No. of the Tenderer

E-mail ID of the Tenderer

Name of the contact person of the
Tenderer

Mobile/land line Telephone No. of the contact

person of the Tenderer.

Name of the partners/directors/
members, as

applicable, in this particular contract

Name of their authorized
representative(s) who

would handle the contract on their
behalf.

Signature of the Tenderer

Office seal of the Tenderer

Date:

Technical Bid

Form A.5: Power of Attorney for signing of Application/ Bid

Know all men by these presents, We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and 37 uthorize Mr./ Ms. (name),

..... son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of , as our true and lawful attorney

(hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for Request for Proposal and submission of our response for the implementation of RFID based Port Access Control system initiated by the KoPT, including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our response for the said Project and/ or upon award thereof to us and/or till the entering into Agreement with the KoPT.

AND, we 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.

IN WITNESS WHEREOF WE, THE ABOVE NAMED
PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS
.....DAY OF, 2017

For

(Signature, name, designation and address)

Witnesses:

1.

(Notarised)

2.

Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

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 executant(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 Respondent 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 Respondent

Technical Bid

Form A.6 : Earnest Money Deposit (EMD) Covering Letter (Company letter head)

[Date]

To

Sr Personnel Officer (LA & IR)

Kolkata Dock System

15 Strand Road, 6th Floor,
Kolkata – 700001

Dear Sir,

Sub: EMD/Bid Security & Tender Document fees – for scanning & digitisation personal files

The following are the details of the Earnest Money Deposit and Tender Document Fees as requested in the Tender document for providing the services towards digitisation , scanning documents and retrieval of datas.

Sl. No		EMD	Tender Document Fees
1.	Demand Draft No		
2.	In favor of		
3.	Amount , Date		
4.	Name of the Bank		
5	Tender No.		

Yours faithfully,

Designated Contact Person

Designation

Company Seal

**DOCUMENT TO BE DOWNLOADED, FILLED IN UNDER BIDDER'S
LETTERHEAD, SIGNED, SCANNED AND UPLOADED]**

Form -B1

Technical Bid

Bidders's Experience

Clients Details where Scanning and Digitization have been undertaken during last three years

Name & Address of Client :

Type of Client :

Place(s) of Service :

Type of Image capture done

: Duration :

Total Number of manpower Deployed :

Quantity of work (in pages) :

Cost of the project :

Approximate value of Service :

(in Indian Rupees)

Details of Hardware/ Software/Technology used :

Any special features of the project which the Agency may like to specify :

Name, title and Contact details of the contact at Client location :

Agency Signature, Name, Designation & Company Seal :

Note: 1. Separate sheets for each client to be enclosed.

2. Letter from the client on the project executed.

Form B.2 : Financial Details of the Organization

Financial Information			
	FY 2014-15	FY 2015-16	FY 2016-17
Revenue (in INR crores)			
Profit Before Tax (in INR crores)			
Revenue from IT services and system integration services (in INR crores)			
Net Worth			
Other Relevant Information			
<p>Mandatory Supporting Documents:</p> <p>a. Auditor Certified financial statements for the last three financial years ending 31st March 2017; 2014-15, 2015-16 and 2016-17 (Please include only the sections on P&L, revenue and the assets, not the entire balance sheet.)</p> <p>b. Unaudited financial statements certified by the Company auditor for the latest year (2016-17) (in case the auditor certified statement for 2016-17 is not available)</p> <p>c. Certification by the company auditors supporting the revenue break-up for IT Services and System Integration Services</p>			

Technical Bid

Schedule 'A'

NIT No.

THE BOARD OF TRUSTEES FOR THE PORT OF KOLKATA

FORM OF AGREEMENT

Agreement made this day of _____2018 between the Board of Trustees for the Port of Kolkata, a body corporate constituted by the Major Port Trusts Act, 1963 (hereinafter called 'Trustees' which expression shall, unless excluded by or repugnant to the context, be deemed to include their successors in office) of one part and

_____ (hereinafter called the 'the Contractor' which expression shall unless excluded by or repugnant to the context, be deemed to include its heirs, executors, administrators, representatives and assignees or successors in office) of the other part.

Whereas the Trustees are desirous that certain work should be undertaken as indicated in the tender document and have accepted the Tender submitted by the Contractor for the execution of such works. Now this Agreement witnesseth as follows :

1. In the Agreement, words and expressions shall have the same meanings as are respectively assigned to them in "General Instructions to Tenderers" hereinafter referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz.,

a) The said NIT document and the acceptance of the same

b) The General Instructions to the offerers

c) Special Conditions of Contract

d) Rate Schedule

e) All correspondence by which the contract is added, amended, varied or modified in any way, by mutual consent.

3. In consideration of the payments to be made by the Trustees to the Contractor as hereinafter mentioned, the Contractor hereby covenants with

the Trustees to execute the work in conformity in all respects with the provisions of the contract.

4. The Trustees hereby covenant to pay the Contractor in consideration of such execution at the contract prices at the time and in the manner prescribed by the contract.

In witness whereof the parties hereto have caused their respective common seals to be hereunto affixed (or hereunto set their respective hands and seals) the day and year first above mentioned.

Common Seal of the Board

The Board of Trustees for of Trustees for the Port of the Port of Kolkata.

Kolkata was hereunto affixed in the presence of.

Name.....

Address.....

Sr Personnel Officer (LA
& IR)

.....

Signed, Sealed and delivered

at Kolkata in the presence of

Name.....

Address.....

Contractor

.....

Schedule ' B'

Draft Proforma of Bank Guarantee to be issued by the Kolkata Branch of any nationalised Bank of India on Non-Judicial Stamp Paper worth at least Rs. 100/-, in connection with the NIT

To,

The Board of Trustees

for the Port of Kolkata.

BANK GUARANTEE NO.....DATE.....

Name of Issuing Bank.....

Name of Branch.....

Address.....

In consideration of the Board of Trustees of the Port of Kolkata, a body corporate - duly constituted under the Major Port Trust Act, 1963 (Act 38 of 1963), having agreed to hand over the work order to Shri/ Messrs, a

Proprietary/Partnership/Limited/Registered Company, having its Registered Office at..... (hereinafter referred to as "The Contractor") for thorough repair, under the terms and conditions of the contract made between the Trustees and the Contractor, for "

No..... dated..... (hereinafter referred to as "the said contract"), for the due fulfilment by the contractor of all the terms and conditions contained in the said contract, on submission of a Bank

Guarantee for Rs.....

(Rupees.....), we,.....

..... Branch, Kolkata, do, on the advice of the contractor, hereby undertake to indemnify and keep indemnified the Trustees to the extent of the said sum of Rs..... (Rupees.....).

We,.....Branch, Kolkata, further agree that if a written demand is made by the Trustees through any of its officials for honouring the Bank Guarantee constituted by these presents, We,.....Branch, Kolkata, shall have no right do decline to cash the same for any reason whatsoever and shall cash

the same and pay the sum so demanded to the Trustees within a week from the date of such demand by an A/c. Payee Banker's Cheque drawn in favour of "Kolkata Port Trust", without any demur. Even if there be any dispute between the contractor and

the Trustees, this would be no ground for us,..... (Name of Bank),
..... Branch, Kolkata, to decline to honour the Bank Guarantee

in the manner aforesaid. The very fact that We,.....Branch, Kolkata, decline or fail or neglect to honour the Bank Guarantee in the manner aforesaid shall constitute sufficient reason for the Trustees to enforce the Bank Guarantee unconditionally without any reference, whatsoever, to the contractor.

2. We,..... Branch, Kolkata, further agree that a mere demand by

the Trustees at anytime and in the manner aforesaid, is sufficient for us,..... Branch, Kolkata, to pay the amount covered by this Bank Guarantee in full and in the manner aforesaid and within the time aforesaid without reference to the contractor and no protest by the contractor, made either directly or indirectly or through Court, can be valid ground for us,..... Branch, Kolkata, to decline or fail or neglect to make payment to the Trustees in the manner and within the time aforesaid.

3. We,.....Branch, Kolkata, further agree that the Bank

Guarantee herein contained shall remain in full force and effect, during the period that is taken for the due performance of the said contract by the contractor and that it shall continue to be enforceable till all the dues of the Trustees under and/or by virtue of the terms and conditions of the said contract have been fully paid and its claim satisfied and/or discharged in full and/or till the Trustees certify that the terms and conditions of the said contract have been fully and properly observed/fulfilled by the contractor and accordingly, the Trustees have discharged the Bank Guarantee, subject however, that this guarantee shall remain valid upto and inclusive ofday of20..... and subject all so that the provision that the Trustees shall have no right to demand payment against this guarantee after the expiry of 6 (six) calendar months from the expiry of the aforesaid validity period upto..... or any extension thereof

made by us,.....Branch,Kolkata,
in further extending the said validity period of this Bank Guarantee on Non-
Judicial Stamp Paper of appropriate value, as required/determined by the
Trustees, only on a written request by the Trustees to the contractor for
such extension of validity of this Bank Guarantee.

4. We,.....Branch,Kolkata, further agree
that, without

our consent and without affecting in any manner our obligations hereunder,
the Trustees shall have the fullest liberty to vary from time to time any of
the terms and conditions of the said contract to extend the time for full
performance of the said contract including fulfilling all obligations under the
said contract or to extend the time for full performance of the said contract
including fulfilling all obligations under the said contract by the contractor
or to postpone for any time or from time to time any of the powers
exercisable by the Trustees against the contractor and to forebear or enforce
any of terms and conditions relating to the said contract and

We,.....Branch, Kolkata, shall not be
relieved from our liability by reason of any such variation or extension being
granted to the contractor or for any forbearance, act or commission on the
part of the Trustees or any indulgence by the Trustees to the contractor or
by any such matter or thing of whatsoever nature, which under the law
relating to sureties would, but for this provision, have effect of so relieving
us,.....Branch, Kolkata.

5. We,.....Branch, Kolkata, lastly
undertake not to revoke this Bank Guarantee during its currency except
with the previous consent of the Trustees in writing.

SIGNATURE.....

NAME.....

DESIGNATION.....

(Duly constituted attorney for and on behalf of)

BANK.....

BRANCH.....

KOLKATA.....

(Official seal of the Bank)

LETTER PAD OF CONTRACTOR

ANTECEDENT CERTIFICATE

Details of the Employee

1. Name :
2. Father's/Husband's Name :
3. Date of Birth/Age :
4. Residential Address :

Present :

Permanent :

5. Date from which residing at present address:
6. Name of the Police Station :
7. Name, Address & Phone No. of Last Employer :

Space for
recent
Photograph

Station:

Date:

Signature of the Individual

This is to certify that Shri/Smt. _____

Son/Daughter of Shri _____ residing
at _____

Which lies within the limits of this Police Station, has no case pending against him/her, as per the records of this Police Station

Station:

Signature with Date

Official Seal

FORMAT OF AFFIDAVIT
On the Rupees Ten Non – Judicial Stamp Paper
BEFOR THE 1ST CLASS JUDICIAL MAGISTRATE AT-----
AFFIDAVIT

I ----- son of -----
---- aged about -----Years , by faith ----- , by
occupation -----, residing at-----

do hereby solemnly affirm and declare as follows:-

1. That I am the proprietor/Partner of ----- having
office at -----

-----and carrying on business on the said name and
style.

(In case the above Deponent is an enlisted Contractor at Kolkata Port
Trust, the same should be mentioned in affidavit.)

2. THAT my aforesaid Firm is exempted from E.S.I. Act and the said Firm
has no valid E.S.I Registration.
3. THAT the present affidavit is to be files before the Kolkata Port Trust
as per the clause no ----- of Tender no-----
-----issued by Kolkata Port Trust in respect of the work (the name
of the work is to be mentioned)

That the statements made above are all true to be the best of my
knowledge and belief.

DEPONENT

Identified by me

Technical Bid

ANNEXURE - B

(FORMAT OF INDEMNITY BOND)
On the Rupees Fifty Non – Judicial Stamp Paper
I N D E M N I T Y B O N D

By THIS BOND I, Shri/Smt-----, son
of Shri/Smt----- Residing
at-----

-----by occupation -----the
Partner/Proprietor/Director-----having----- office
at----- am a tenderer under -----
Department, Kolkata Port Trust(A statutory body under MPT Act, 1963).

- 2 WHEREAS , the said Kolkata Port Trust asked the every tenderer, who is not covered under E.S.I Act or exempted to furnish an Indemnity Bond in favour of ----- Department, Kolkata Port Trust against all damages and accident to the Labourer Tenderer/contractor.
- 3 NOW THIS BOND OF INDEMNITY WITNESSTH THAT the Tenderer/contractor named herein above shall indemnify the Kolkata Port Trust AGAINST ALL DAMAGES AND ACCIDENT OCCURRING TO THE Labourers of the Tenderer/contractor as demanded by the Kolkata Port Trust and which shall be legal and /or claimed by the Kolkata Port Trust during the execution of the work stated in the NIT No----- of -----
- 4 AND the contractor hereunder agree to indemnity and at all times keep indemnified the Kolkata Port Trust and its administrator and representative And also all such possible claim or demand for damages and accidents.

In WITNESS WHEREOF I-----, the Partner/Proprietor/Director-----
----- Hereto set and seal this the----- Day of-----
-----In the year----- at-----

Sureties

Signature of the Indemnifier

Signature

Name:-

Address

1 Signature

Name:-

Address

2 Witness

Signature

Name:-

Technical Bid
Project Methodology

Describe how the agency conceptualizes the project and proposes to implement it includes the equipments, technology, methodology, flow of work, activity, time schedule and management.

Technical Bid

Details of the Hardware, Software and Manpower

G. Name of Company and Address :

H. Details of Hardware
Equipments :
(Computers specification
and make)

I. Details of Software:

J. Details of Manpower:

Signature of the Agency

Date :

Place :

Company Seal

Note: Separate sheets may be attached as required.

Price Bid Format

Scope of Work	Qty.	Rate per Page inclusive all taxes & duties	Applicable GST rates
Pre-Scanning , scanning , PDF conversion, Image Enhancement , Indexing /Metadata Entry , Development of Application software 3000 files plus additional 30,000 pages (A4 Size) and imparting training to KoPT staff etc as per scope of work	2500000 Pages of A4 Size		

Note: a .The rates so quoted should be all inclusive (hardware/ software/ manpower/ Logistic service / training of KOPT staff /taxes) including discount if any. The space, furniture and electricity shall be provided by the Department free of charges.

b . Price evaluation will be done on the basis of per page quote applicable for 25,00,000 nos of A4 pages, A0 and A1 pages will be treated three times and two times of A4 pages respectively. All other pages will be treated as A4.

c . Quantity variation of 10 % of total quantity is admissible.