

## **NOTICE INVITING TENDERS**

### **ENGAGEMENT OF AGENCY FOR ELECTRONIC SCANNING, STORAGE AND RETRIEVAL OF PLANNING PERMISSIONS IN DISTT.OFFICE T & C.P.**

#### **TENDER NOTICE**

Sealed tenders along with earnest money of Rs. 10000/- in the shape F.D. of Nationalized Bank in favor of the **Executive Director, State Institute for Town Planning** payable at Bhopal are invited from the interested bidders to engage an agency for Electronic Scanning, Indexing, Storage and Retrieval of existing planning permissions available in files, maps, etc. Interested bidders having experience of successfully executing such assignments may download tender document from the SITOP website ([www.sitp.org.in](http://www.sitp.org.in)) from **5/04/2015 at 11.00 AM IST onwards**. Cost of tender document is Rs.1000/-INR. This is to be paid while submitting the tender in the form of Demand Draft (DD) of any Nationalized Bank drawn in favor of **"Executive Director, State Institute for Town Planning."** . Estimated cost of work is 3.00 lacks (Approx)

The interested companies should send their offers in tender documents so as to reach the SITOP latest by **23 APRIL 2015 , at 3.00 PM** duly super scribed on envelope, **"Tender for Engagement of Agency for Electronic Scanning, Indexing, Storage and Retrieval of PLANNING PERMISSIONS OF T & C.P. DISTRICT OFFICES. "** The tenders will be opened on the same day **at 4.30 PM** in the office of the SITOP in the presence of bidder companies who may like to be present.

The Executive Director, SITOP has the Right to accept or reject any/ all tender (s) without assigning any reason.

**Executive Director  
State Institute for Town Planning  
Bhopal**

<b><u>DETAILED NOTICE INVITING TENDERS</u></b>	
NAME OF WORK	<b>ELECTRONIC SCANNING, INDEXING, STORAGE/RETRIEVAL OF EXISTING PLANNING PERMISSIONS AVAIALBE IN FILES &amp; MAPS ETC.</b>
TIME LIMIT	SIX MONTHS
ESTIMATED COST	3.00 LACKS ( APPROX)
EARNEST MONEY	Rs. 10000/-
RFP/TENDER CAN BE DOWN LOADED FROM SITOP WEB SITE	<a href="http://www.sitop.in">www.sitop.in</a>
LAST DATE OF RECEIPT OF TENDER	23 APRIL 2015
DATE OF OPENING OF TENDER	23 APRIL 2015
PLACE OF OPENING THE TENDERS	STATE INSTITUTE FOR TOWN PLANNING KACHNAR,PARYAVARAN PARISAR E-5, ARERA COLONY, BHOPAL-16

**STATE INSTITUTE FOR TOWN PLANNING  
KACHNAR, PARYAVARAN PARISAR  
E-5, ARERA COLONY, BHOPAL-16**

**INVITING BIDS FOR ELECTRONIC SCANNING, INDEXING,  
STORAGE/RETRIEVAL OF PLANNING PERMISSIONS AVAILABE  
IN FILES, MAPS ETC.**

**1. GENERAL:**

The State Institute for Town Planning, Bhopal intends to assign the work for Electronic Scanning, Indexing, Storage/Retrieval of Existing Planning Permissions Records available in order & Maps etc in Distt. Offices of Town & Country Planning as per attached list (Annexure 1).

**2. SCOPE OF WORK:**

- I. Electronic Scanning of Planning Permission (Order & Map) issued by Distt. offices of T&C.P. up to year 2015 using high resolution flat bed/Roller scanner with minimum scanning resolution of 300 DPI in various sizes and output file to be generated in jpeg/Pdf format.
- II. Indexing, Storage/Retrieval of Existing Planning Permissions available in files, Maps etc. The Majority of existing documents would be of A-4/Legal paper, A3, A2, A1, A0 and above sizes.
- III. Indexing of scanned Planning Permissions as per Annexure -2.

Search criteria will be on web based on following heads

- A District
- B Tehsil
- C Village
- D Khasra no.

E Applicant Name

F Permission no.

G Date from ----- to -----

H From year/month/date to date

I Category wise

- IV. Quantity of approved Planning Permissions are as per list attached (each district office). However, the volume of work is liable to increase/decrease to any extent as per requirement of Distt. Offices.(Enclosed annex -1)
- V. Initially allotted work has to be completed within six months from the date of allocation of work. In case, the volume of work is enhanced the execution period would also be increased proportionately.
- VI. All the documents/maps would be given to the vendor by authorized officials of the distt. office of T & C.P. under proper receipt. The Company/Firm would be required to carry out the re-organizing and scanning work at the district office. After scanning, the processing and other related works can be carried out by the Company/Firm at its own premises preserving the secrecy of the documents.
- VII. After completing the entire job all these documents/maps has to be returned back to the district office in original under proper receipt to the authorized official of the Commission.
- VIII. After scanning, data has to be validated by T&CP Dist. offices so there should not be any errors in the data so created. Any corrections required to be done has to be carried out by the Company/Firm itself. Final data should be error free and should be compatible with existing data base/web based system. The scanned images should be properly indexed in mentioned fields in prescribed format. (Enclosed as Annexure -2).
- IX. Required documentation should be managed by vendor and submit to department on weekly basis.

- X. Bidder will within a week visit the District Offices of T&CP to understand the requirements of work.
- XI. The Company/Firm will provide three sets of back-up of scanned final data in readable formats in storage media duly labeled to the district office and also need to submit detail data in DVD in prescribed format.(Enclosed as Annexure2)
- XII. The Company/Firm will link/add data with Existing web based data management software for index bases reading, retrieval/printing of the scanned data with the standard features of image processing software's so that the scanned data is accessed through WEB:
- Facility to zoom in/out of full image/part of the image, rotating of image and other image handling features of document management software.
  - Facility of printing of single/multiple selected images, documents/maps.
  - Facility for sequential viewing of all pages/maps of the document. Printing/Viewing should be possible in original as well as reduced size.
  - It should be possible to go to relevant permissions on specifying a particular permission number. The same should be available even while viewing one particular permissions.
  - Planning permission number or Document Serial Number should be displayed while viewing a page/map.

### **3. TERMS AND CONDITIONS FOR BIDDERS:**

- i. The source document will be in Hindi/English either typed or handwritten.
- ii. The BIDDER will have to deposit the earnest money of Rs.10000/- (Rs. Ten Thousand Only) in favor of the Executive Director, State Institute for Town Planning, Bhopal in the form of F.D. of Nationalized Bank with the bid.

- iii. The party must have executed at least one job of scanning, indexing and data entry with minimum 10,000 pages/maps.
- iv. In case of loss of any source document, no payment will be made to the party and party will be blacklisted and EMD will be forfeited.
- v. A random checking will be done on the spot and if errors found are greater than 5% the data will be returned back and party will have to resubmit the data after making necessary corrections within 7 days. However, the final data submitted by the Company/Firm should be free from errors.
- vi. Company/Firm shall submit a bill once in a month of the work completed by them. 75% payment will be made within 30 days of satisfactory completion of the work from the date of submission of bills. The balance payment will be released after completion of the project.
- vii. Company/Firm should have high speed Scanners and other infrastructure like computers etc.
- viii. The Bidder Company/Firm must have sufficient skilled Technical manpower to execute the job in a given time frame.
- ix. The Bidder Company/Firm should not be defaulter in execution of any Government work of any kind allotted to them in the past.
- x. No suit of recovery should have been filed by any Government organization against the Bidder Company/Firm in the Court of law.
- xi. Transfer of tender is not permissible. Similarly transfer of tenders submitted by one tender to another is not permissible under any circumstances. Subcontracting of job is not permissible.

- xii. Company/Firm should enclose valid Income Tax Certificate of latest assessment year. Certified copy of return of income tax of last three year.
- xiii. An annual turnover in the proceeding 3 financial years of the Bidder Company/Firm shall not be less than 10.00 lacks (an audited balance sheet is to be attached).
- xiv. Vendor should have valid service tax registration number. Without This tender will not accept.
- xv. The Company/Firm will arrange all the required hardware and software for executing the job at T & CP District Office site. However, electricity supply and space shall be provided by the T & CP district office. The Company/Firm will also make its own arrangements for additional furniture, UPS and other equipment, if required.
- xvi. Conditional tender / bid will not be accepted and it will be out rightly rejected.
- xvii. Number of permissions may be increased or decreased in annex -1. It is only indicative to assess quantity of work. One or all towns may be awarded to successful bidder.

#### **4. CLARIFICATIONS:**

The interested bidders may seek clarifications in writing from this office on or before from the **Executive Director**, of the SITOP during working hours.

#### **5. BID EARNEST MONEY:**

A Bid Earnest Money of Rs. 10, 000/- (Rs. Ten Thousand only) should be furnished along with Technical bid in form of F.D. in favor of "**Executive Director, State Institute for Town Planning, Bhopal**". The Bid Earnest Money shall be returned immediately to unsuccessful bidders on finalization of the tender. **Any bid without**

**Bid Earnest Money will not be entertained.** No interest shall be payable on the above said Bid Earnest Money.

**The Bid Earnest Money will be forfeited:**

- (a) if a bidder withdraw its bid during, the period of bid validity;
- (b) In the case of successful bidder, if he fails to:
  - (1) Sign the contract and
  - (2) Furnish performance security.
- (c) Violation of any such important conditions of this document as would jeopardize the interests of the SITOP. The decision of the SITOP regarding forfeiture of the Bid Security shall be final and shall not be called upon question under any circumstances.

**6. VALIDITY OF BIDS:**

- (a) For the purpose of awarding the contract the bids shall remain valid for at least 90 days after the date of Bid opening. A bid valid for shorter period may be rejected. During the period of validity of bids, the rates quoted shall not change.
- (b) In exceptional circumstances, the SITOP may ask for extension of period of validity. The SITOP request and the response to such a request by various bidders shall be in writing. A bidder agreeing to such an extension will not be permitted to increase its rates.

**7. PREPARATION OF BID:**

Bidder Company will submit "**Technical**" as well as "**Commercial Bid**" each enclosed in a separate sealed envelopes. Bid must be signed by a person having a valid power of attorney authorizing him to do so.

**(A) TECHNICAL BID:**

In the Technical Bid the company will provide all the technical details like infrastructure and manpower available, Detail of



computer hardware, Scanners and systems software available with the company. It should include the execution plan for the completing the entire job within specified period and any other documents in support of the company to be eligible bidder as per criteria. All documents in support of this should be enclosed in separate envelop super-scribing on the top **“TECHNICAL BID FOR SCANNING, PLANNING PERMISSIONS OF T & C.P. DISTRICT OFFICES”** Technical bid should include the Bid Security of Rs. 10, 000/-. Bid will not be opened if **“Bid Security”** not enclosed with the Technical Bid.

**It should not have any commercial and price aspect otherwise it will be out rightly rejected.**

#### **(B) COMMERCIAL BID:**

Commercial offer shall be enclosed in a separate sealed envelope super-scribing on the top **“PRICE BID FOR SCANNING, PLANNING PERMISSIONS OF T & C.P. DISTRICT OFFICES”**.

There should be no erasing and any correction made should be neatly done and signed. A systematic form of totaling should be adopted to avoid ambiguity. Price should be quoted in the following manners as indicated in the prescribed format **(Annexure-B)**.

- 1) Price should be quoted in Indian Rupees.
- 2) Rates should be quoted per page/Maps.
- 3) Price should be inclusive of all taxes etc.

#### **8. SUBMISSION OF BID:**

The Offer/Bids and Bid Security should be enclosed in a separate sealed covers in the manner described below:-

##### **Envelope-I**

Shall contain **"BID SECURITY"** and shall be super-scribed with **"BID SECURITY FOR SCANNING PLANNING PERMISSIONS OF T & C.P. DISTRICT OFFICES"** of the envelope.

**Envelope-II**

Shall contain **"TECHNICAL BID"** along with enclosures if any super scribing on the top **"TECHINCAL BID FOR SCANNING PLANNING PERMISSIONS OF T & C.P. DISTRICT OFFICES"** of the envelop. Each page of the bid should be signed by authorized signatory.

**Envelope-III:**

Shall contain **"PRICE BID"** along with enclosures, if any and shall be super-scribed on the top **"PRICE BID FOR SCANNING PLANNING PERMISSIONS OF T & C.P. DISTRICT OFFICES"**.

**Envelope-IV**

**"Tender for – SCANNING of PLANNING PERMISSIONS OF T & C.P. DISTRICT OFFICES"**

Shall contain all the above 3 (three) envelopes. It should super-scribed **"Tender for – SCANNING of PLANNING PERMISSIONS OF T & C.P. DISTRICT OFFICES"** on the top of the Envelop and in the bottom left side clearly indicate Company's particulars and be addressed to:

**Executive Director  
State Institute for Town Planning  
Kachnar, Paryavaran Parisar  
E-5, Arera Colony, Bhopal-16.**

These documents should be sent either through registered post or through courier and if delivered in office a receipt should be obtained in lieu of it. Your offer receipt late in this office after the

closing date of bid i.e. 23 APRIL 2015 by 3.00 PM shall not be entertained. Tender will be opened on 23 APRIL 2015 at 4.30PM. In case there will be holiday on this day, the tender will be opened on the next working day at the same time. SITOP shall not be responsible for any postal delay in receiving the data document.

## **9. EVALUATION OF BIDS:**

### **(a) TECHNICAL EVALUATION:**

A Technical committee will evaluate the technical bids to determine the eligibility, technical suitability and competence of tenderers to perform the contract. The EMD of rejected offers will be returned at this point. Suitable tenders will be invited to give a live demonstration of their entire system, if so desired.

### **(b) DEMONSTRATION/EVALUATION:**

The Technical committee will evaluate the capability and acceptability of tenders after seeing the live demonstrations (if so desired) at DTCP / SITOP office. Commercial bids shall be opened only of those bidders Companies/Firms those are found acceptable after the technical evaluation. Due notice will be given to such bidders to attend the commercial bid opening if they so desire. EMD of the un-successful bidders will be returned at this point of time.

### **(c) COMMERCIAL EVALUATION:**

The Technical committee will then evaluate the commercial offer and order shall be placed on the lowest acceptable offer. The tender received and accepted will be evaluated to ascertain the best and lowest evaluated offer in the interest of the SITOP for complete

execution of the job covered under the technical specification of the tender document.

**10. SECURITY:**

The successful Bidder Company/Firm should have to deposit Performance Security 5% of contract value in the shape of **“Fixed Deposit Receipt”** covering the period of contract duly pledged in favor of the **Executive Director, State Institute for Town Planning, Bhopal** at the time of agreement. The said “Fixed Deposit Receipt” shall be discharged after the successfully completion of the job.

**COMMERCIAL OFFER**

**ANNEXURE – ‘A’**

1. Bid for	<b>ELECTRONIC SCANNING, INDEXING, STORAGE/RETRIEVAL OF EXISTING PLANNING PERMISSIONS AVAIALBE IN FILES, MAPS ETC.</b>
2. Name of the Company	
3. Address of the Company	
4. Telephone/Fax No	
5. Name of the Authorized Signatory	
6. His Mobile No	
<b>7. Pricing : (A) Documents – Price to be given per Page/Map basis in Rs.</b>	

**A – Rate for Scanning AND INDEXING**

<b>S. No.</b>	<b>Paper Size/MAP</b>	<b>A4 &amp; Legal</b>	<b>A3</b>	<b>A2</b>	<b>A1</b>	<b>A0 &amp; above</b>
<b>1.</b>	<b>Rate per page/map for Bhopal Region</b>					
<b>2.</b>	<b>Rate per page/map for Indore Region</b>					
<b>3.</b>	<b>Rate per page/map for Gwalior Region</b>					
<b>4.</b>	<b>Rate per page/map for Jabalpur Region</b>					

The above rates should include all taxes and activities are as below:

- (a) Arranging/re-arranging the planning permissions for capturing/handover;
- (b) Numbering etc. on the pages/maps;
- (c) Image processing and verification as specified;
- (d) Indexing up to mentioned fields (annex -2)
- (e) Towns will be awarded on the basis of quoted rate.

**(B) Rates for linking data with web based application.**

S.No.	Item	Cost of linking data with Existing management software (Web Based) in <b>Rs.</b> <b>Per permission</b>	Rate in words
	Bhopal/ Indore /Gwalior / Jabalpur Region		

**Dated:**

**Details of Enclosures**

**Signature of Bidder**

**Full Address**