



Tender No.- KVS(HQ)/EDP/2015/DMS

**Scanning/Digitization of Files and Implementation of Document Management System at
Kendriya Vidyalaya Sangathan (HQ)**

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CHAPTER-1

1.1 SCHEDULE OF TENDER PROCESS & ITS AMENDMENT

- a) The Tender will have 3 (Three) Parts viz., Prequalification Bid, Technical Bid & Commercial Bid for the following:
- b) Issue of Tender document- (Copy of tender document will be available in the website <http://www.kvsangathan.nic.in>).
- c) The original tender document along with amendments (if any) can be obtained before from Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi -110016 after submission of **Rs 5000/- as Tender Document Fee of in form of a Demand Draft**, drawn on a scheduled bank, in favor of the Kendriya Vidyalaya Sangathan (HQ), New Delhi. Receipt shall be issued against the tender cost and the receipt is to be submitted with Prequalification bid
- d) **EMD of Rs 5 lakhs in form of a Demand Draft**, drawn on a scheduled bank, valid for three months in favor of the Kendriya Vidyalaya Sangathan (HQ), New Delhi will be deposited along with the tender document. In case of unsuccessful bidders EMD will be refunded within one month from the date of opening of the bids and getting the written request from the bidders.
- Successful bidders has to submit performance bank guarantee of **Rs. 10 lakhs** in favor of Kendriya Vidyalaya Sangathan (Hq.), New Delhi valid for one year within one month of receipt of LOI/Work order. Their EMD will be dully refunded thereafter.
- e) Receipt of Bids-on or before **20th March, 2015 till 3 P.M.** at Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi -110016. Bid received later than above schedule will not be entertained.
- f) Quires if any should be mailed to acedpkvs@gmail.com latest by **4th March, 2015** in the below format:

Sl. No	Clause in Tender Document	Query
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All the queries received with in the stipulated deadline will be responded via mail by 10th



March, 2015.

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- g) Prequalification Bid, Technical Bid and Commercial Bid should be submitted in separate envelopes clearly indicating the Name of Bid and all packed together in a outer envelope mentioning “**Tender No. KVS(HQ)/EDP/2015/ DMS**”, latest by **20th March, 2015 till 3 PM.**
- h) Opening of Prequalification Bids & Eligibility Claims in the office of of Kendriya Vidyalaya Sangathan, New Delhi in the presence of bidders who may want to attend, on **24th March, 2015 at 11.30 AM.**
- i) Opening of Technical Bids-on. Technical Bid will be opened only for qualified bidders as per pre qualification on **26th March, 2015.**
- j) Opening of Commercial Bids- will be opened only for bidders who qualify Technical Bid on **30th March, 2015.**

Notwithstanding anything else contained to the contrary in this tender document, Kendriya Vidyalaya Sangathan, New Delhi reserves the right to cancel / withdraw / modify fully or partially the “Invitation of Bid” or to reject one or more of the bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

1.2 AMENDMENT OF INVITATION

At any time prior to the deadline for submission of bids, The Commissioner of Kendriya Vidyalaya Sangathan, New Delhi reserves the right to add / modify / delete any portion of the document by issuance of an addendum, which would be published on the website and will also be made available to the all the bidders who have indicated their intention to bid. The addendum shall be binding on all bidders.



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CHAPTER- 2

PRE-QUALIFICATION CRITERIA

Technical Bid will be opened only for those who will qualify the following pre-qualification norms:-

S. No.	Criteria	Documentary evidence
1.	Bidder must be a company in India, registered under the Companies Act 1956	Copy of Certificate of Registration
2.	Bidder should have minimum total cumulative turnover of Rs. 100 crores from IT services for the last 3 financial years (FY 2013-14, 2012-13, 2011-12)	Provide copy of the audited Profit & Loss Statement of the company and Certificate from the Chartered Accountant clearly stating the turnover from IT Services
3.	Bidder should have minimum total cumulative turnover of Rs. 10 crores from Scanning and DMS related business for the last 3 financial Years (FY 2013-14, 2012-13, 2011-12)	Provide copy of the audited Profit & Loss Statement of the company and Certificate from the Chartered Accountant clearly stating the turnover from Scanning & DMS related work
4.	Bidder should have positive net worth for each of the last 3 financial years (FY 2013-14, 2012-13, 2011-12)	Provide copy of the audited balance sheet of the company and Certificate from the Chartered Accountant clearly stating the net worth.
5.	Bidder should have implemented at least two project for Scanning & DMS related work of a minimum value of Rs.50 Lacs in last 3 financial years (FY 2013-14, 2012-13, 2011-12)	Order copy and testimonial signed by a competent authority should be submitted



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6.	Bidder should have scanned atleast 1 crore documents in the last 3 financial years (FY 2013-14, 2012-13, 2011-12)	Order copy and testimonial signed by a competent authority should be submitted
7.	Bidder should have SEI CMMi level 3 or above certification	Copy of the valid certificate
8.	Bidder should have valid documentary proof of Sales Tax/VAT registration number, Service Tax Registration Number & PF registration number	Provide Copy of Sales Tax/VAT registration number, Service Tax Registration Number and PF Registration Number
9.	Bidder should have valid Income tax returns for the last three financial years (FY 2013-14, 2012-13, 2011-12), issued by Income Tax Department and should have PAN Card	Provide documentary proof of Income Tax returns for the last three financial years Provide copy of PAN card
10.	Bidder should have valid Service tax returns for the last three financial years years (FY 2013-14, 2012-13, 2011-12) issued by Service Tax Department	Provide documentary proof of Service Tax returns for the last three financial years

Note:

- a) Consortium is not allowed.
- b) Any organization debarred/ black listed by central/ state government/local bodies in India, at the submission of the bid, shall not be allowed to participate in the tender.



CHAPTER – 3

3.1 SCOPE OF WORK

This project envisages to scan/digitize about 1 Cr documents located at KV Sangathan (actual number may vary). About 80% of the documents will be A4/Legal. The rest will be A3/A2.

Summary of Scope of Work of Service Provider

A. Stage I - Pre scanning

- a. Document Collection
- b. Document Preparation/ Repair
- c. Quality Check

B. Stage II – Scanning

- a. Scanning textual records
- b. Quality Check of scanned images
- c. Document handover
- d. Metadata Entry
- e. Quality Check of metadata entry

C. Stage III - Post Scanning

- a. Final output delivery
- b. Data upload and Retrieval
- c. Maintenance and Support
- d. Training and Capacity Building

Detailed activities under each phase has been mentioned in the sections below:

A. Stage I - Pre-scanning

Prior to scanning process, there are number of activities that need to be carried out so that the documents are properly handled. Vendor should take special care to ensure that not even a single document is lost/misplaced/damaged. The steps in this stage of the process are as follows:

1. Document Collection

The vendor will collect all documents mentioned in the scope of work from the concerned department official. It will maintain Log Register for documents collected and returned along with department officials. While collection, the following details should be entered into the log register:

- a. Date of collection
- b. Expected date of return



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- c. Actual date of return
- d. Collected from and Signature
- e. Collected by and Signature
- f. Returned to and Signature
- g. Date of return
- h. Any other details will be decided with the successful bidder before start of project

Vendor should capture all the above mentioned details accurately in the inward/outward module of their application. Vendor should ensure that number of pages in each book is accurately captured and is then cross-checked with the number of pages scanned.

2. Document Preparation/Repair

Prior to handing over the documents to the vendor, department officials will prepare the document in the following manner:

- File dusting to remove dirt and other possible noise causing particles
- Attaching top sheet/jacket on each land records book/file with details such as
 - Number of pages (e.g. 180)
 - Size of the page (e.g. A4, A3 etc.)*
 - Document binding to be opened - Yes / No

Vendor on receipt of such books should prepare and repair all documents received. They should take special care of documents that are very old and not in good physical condition. The vendor is required to take necessary precautions while handling all documents. Vendor should also do document preparation and repair work at their end. Activities to be undertaken during this subphase are:

- Dusting the files to remove dirt and other possible noise causing particles
- Un-binding/defiling of only department approved documents (this should not lead to further deterioration of the documents)
- Removal of stapler pins, clips etc. of only department approved documents (this should not lead to further deterioration of the documents)
- Repair the documents for scanning using cello-tape* or enclosing the documents in plastic pouches (depending on the importance and condition of the documents)

3. Quality Check

- The vendor should conduct thorough quality check before sending any document for scanning.
- It is mostly a visual quality check of the records for visibility, readability etc.
- It should be checked that all files/books have top sheet attached to them
- It should be noted that all pages have been numbered
- It should also be checked that they are torn or ragged
- It should be checked that there are no folds



- It should be seen that they are dust free
- It should be checked that all damaged documents have been repaired and scan ready
- It should be checked that is there any important data loss due to tight binding. In such cases a decision on whether to open the binding should be taken by department officials.

B. Stage II – Scanning

1. Scanning

Records may be scanned using flat bed/sheet fed scanner/book scanner. The choice of scanner depends completely on the condition of the document. In case the document is very torn and cannot be fed in the sheet feeder, then flat bed scanner should be used. In case, the document Can not be scanned using any type of scanner, book scanners can be used as image capturing device. While scanning, the important parameter is DPI (dots per inch), which has to be precisely set. In general, the following minimum specifications should be adopted while scanning:

- a) 100 dpi in colour. (In case legibility of the characters is not proper, the bidder should scan at higher dpi. No extra payment for the same shall be made)
- b) Image should be stored in pdf.
- c) Image orientation should be upright.
- d) Image should be clean and free of noise.
- e) Legibility features should be good.
- f) Image should not be skewed or warped.

While scanning, the sheet has to be fed in straight upright position and smoothed so that no folds are generated while scanning. In the flat-bed scanner, the document has to be laid flat on the glass, smoothed and scanned; and bulging should be avoided.

2. Quality Check (Scanned Images)

Quality check after scanning is of utmost importance. Images clearing this QC will lead to movement of documents to metadata entry phase. QC activities in this stage are:

- Vendor should check that no page has been scanned twice. Payment for such extra scanning will not be made to the vendor
- Vendor should ensure that blank pages are not scanned unless given page number by the department officials.
- Vendor should check scanned records for DPI, Image Quality, Format, Noise removal etc.
- Vendor should do 100% on screen validation for all scanned images and submit the log for 100% QC work done along with QC certificate.
- Vendor should check for the quality of the image



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- The image should not be too dark/too light
- The image should not have been captured under improper lighting
- The image should not be cropped from any side
- The orientation of the image should be right
- The image should be in correct color mode
- The color is consistent in all the images and not patchy
- The image should not be skewed
- The image should not be blurred
- The image should not have excessive noise
- There should not be any data loss due to folds
- There should not be any data loss due to tight binding and bulge at the center
- There should not be extra darkness at the edges
- There should not be unwanted black vertical lines on the scanned images

- Images should be scrutinized by vendor in detail for any other kind of issue in the scanned images
- Vendor should also check that all records obtained from the department have been scanned and no document has been missed out

3. Handover of documents (back to department officials)

After completing quality check of scanned images, all the documents should be handed over back to the department in their original condition. Appropriate entries should be made in the inward/outward register in presence of the vendor representatives and department officials.

4. Metadata Entry

Metadata stores information related to the scanned images. Accurate metadata should be captured for all scanned images, as that becomes the base for all future search and transactions. Metadata entry is done by adding appropriate tags to each scanned document.

If metadata formats for new records needs to be incorporated, it will be finalized by Kendriya Vidyalaya. Broadly, approximately meta data entry has to be done for 15 fields but the final number will be decided by KV

Bidder should deploy adequate manpower to ensure that correct metadata entry in English/Hindi is done. Language details for all such records should be captured in language metadata tag. Vendor should capture language details of each document type at the beginning of the entire metadata entry activity.



5. Metadata Quality Check

Quality check after metadata entry is very important. Images clearing this QC will lead to submission of the documents to department for acceptance. QC activities in this stage are:

- The vendor should do 100% on screen validation and submit log for 100% QC work done along with QC certificate
- The vendor should check the documents for the following:
 - i) Whether all required metadata fields have been captured
 - ii) Whether the metadata captured is correct
- The vendor shall generate a report identifying mismatch between the number of documents submitted for scanning and number of documents scanned.

C. Stage III - Post Scanning

On completion of scanning activity, the vendor will perform the following activities:

1. Delivery of Final Outputs

The vendor will submit the following final deliverables to the department:

- Scanned documents along with metadata in computers provided by the Vendor
- Scanned documents along with metadata stored in server provided by department
- Scanned documents will be delivered in pdf format
- The Project should be completed within one year from the date of LOI/Work Order.

2. Data upload in DMS and Retrieval

The vendor shall ensure that scanned data should be uploaded in the DMS provided by vendor. The vendor will also showcase retrieval of uploaded documents by using DMS application.

3. Operational Support

Vendor will provide operational support for a period of 6 months from the completion .During this phase, the vendor will undertake the following activities:

- Install DMS application on department provided servers/computers (in case the IT infrastructure is not provided during the implementation phase)
- Upload all scanned images and metadata in department provided servers/computers (in case the IT infrastructure is not provided during the implementation phase)
- Provide support to DMS application installed
- The vendor will provide contact numbers, email ids for issue logging.

4. Training & Capacity Building

The successful bidder will provide training to the local department staff. The training would happen in the KV office premises. The successful bidder will draw a training schedule and communicate the same to the concerned department officials. The successful bidder is required to train and make the staff conversant with DMS Application. The training shall concentrate on

- Detailed hands on training of DMS Application



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- Proper way of handling and maintaining old records
- Ways to serve officers using the scanned records
- Ways to scan extra documents in the future and upload on DMS application
- Ways to take incremental backup of the data

DMS

The generalized technical requirements for the proposed solution to be implemented, but not limited to, can be summarized as follows:

- The proposed solution should primarily work in **centralized architecture**. However, essential data should be replicated at the central server.
- The proposed solution shall meet current requirements as well as future requirements of KV
- The proposed solution should allow interactive modes and should take into account the network infrastructure availability.
- The proposed solution should be integrated with existing and upcoming applications running in KV
- Considering that the existing records are in English, and Hindi, therefore, the proposed application system **MUST** cater to the English and Hindi language requirements and as per existing policies and procedures. System should have provision for data entry and capture in two main languages (Hindi and English) and the same shall be searchable on the basis of Metadata entry and would be part of main record.
- Proposed system must facilitate electronic document storage and indexing.
- Proposed system must be scalable. There may be possibility that all the users may access any particular field at one time also but such chances would be rare.
- Proposed system must provide indexing assisting capabilities.

5. Site Survey

Interested vendors can inspect the records lying in KV Sangathan (Hq.), New Delhi on weekdays within working hours after taking prior appointment from concerned authority.

6. Hardware Specification

The vendor must suggest to KV the minimum hardware requirements (Server Storage etc.) for the smooth functioning of it's DMS, in it's bid response.



CHAPTER – 4

GENERAL INSTRUCTIONS OF THE BIDDERS

All the bidders must carefully observe the following instructions. Offers / Tenders not strictly in accordance with these instructions are liable to be rejected:-

- 4.1 Tender should be submitted through registered Post / Speed Post / Country / By Hand (Through Authorized Representative) in separate sealed covers both for technical Bid & Financial Bid, each cover should be super scribed with the words, Technical / Financial Bid & Tender No. **KVS(HQ)/EDP/2015/DMS**. All these documents i.e. Technical and Financial Bid in separate sealed cover should be sent in one envelope at address “**DC (EDP) KVS (HQ), KENDRIYA VIDYALAYA SANGATHAN, 18, INSTITUTIONAL AREA, SHAHEED JEET SINGH MARG, NEW DELHI -110016**”. Tender received not in proper sealed cover or received telegraphically shall be rejected.
- 4.2 Offers / Tenders shall positively reach before the stipulated time and date prescribed for their receipt. Those received late will not be considered / opened at all regardless of the date of posting of the tender. The Kendriya Vidyalaya Sangathan Board shall take no cognizance of postal delay(s).
- 4.3 Tender should be typed or written in ink, offers/ tenders written in pencil shall be rejected.
- 4.4 The prices quoted should be inclusive of all Taxes/ VAT/ Duties/ Cess/ Customs/ Octroi/ Loading/ Installation/ Bank Charges/ Service Tax etc. are applicable.
- 4.5 The rates should be quoted in Indian Rupees Only in figure as well as in Words.
- 4.6 Bank charges, if any, will be to the account of the bidder.
- 4.7 The period of the validity of offers should not be less than 60 days from the date of opening of tender.
- 4.8 The KVS reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
- 4.9 Amendment in bid document or price and any other conditions, after the opening of the tenders shall not be entertained.
- 4.10 Offers/ Tenders will be opened on the date and time prescribed by KVS in the presence of authorized representatives of bidders, who actually submitted the tender, if they present themselves at the time of opening of tenders. In case the date of opening of tenders falls on a



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holiday or holiday is subsequently declared on that date the tender will be opened on the next working day following the holiday.

- 4.11 The tenders once submitted shall not be returned to the bidder and shall be retained by KVS.
- 4.12 The Bidder may modify or withdraw his tender by giving notice in writing before the deadline for submission of tender. The modification or withdrawal words shall be marked on the envelope. The withdrawn tender document shall not be returned.
- 4.13 The bidder should submit a list of orders of the offered work executed/under execution with complete details as per Annexure-I.
- 4.14 The Bidder shall quote prices only as per the Technical Specifications (Annexure-6). Deviations, if any, should be clearly stated.



CHAPTER -5

SPECIAL CONDITION OF CONTRACT

5.1 DOCUMENTS TO BE FURNISHED WITH PRE-QUALIFICATIONS BID

- a. As per pre-qualification criteria of pre-qualification bid along with all supporting document
- b. Self-Declaration of ineligibility for corrupt and fraudulent practices (Annexure-2)
- c. Representative authorization letter (Annexure-3)
- d. Copy of Income Tax Clearance, Service Tax Clearance and VAT Clearance (as Applicable).
- e. Brief profile of the company (Annexure-5).

5.2 DOCUMENTS TO BE FURNISHED WITH TECHNICAL BID

This part of the bid must comprise of the following documents

- a. Details of the job undertaken as per scope of work.(Annexure-1)
- b. Acceptance of terms & conditions contained in the tender documents (Annexure-4)
- c. Bid Particulars (Annexure-6)
- d. Bid Letter (Annexure-7)

5.3 COMMERCIAL BID

The Commercial Bid shall be given in prescribed format (Annexure -9). Commercial Bid will be opened only when the bidder qualifies technical bids by getting 80% or above out of maximum marks.

a. FORCE MAJEURE:

The Supplier shall not be liable for any Penalty charges due to delay in manufacture or delivery of material! work/service resulting from any causes beyond the company's reasonable control including but not limited to compliance with regulations, orders or instructions of Center/State or Municipal Govt. or Agency thereto, Acts of God, Acts of Civil and Military authorities, fires, floods, strikes Lockouts, freight embargoes, war risks, riots and civil commotion's and the supplier will seek extension of delivery period within three weeks of the occurrence of any such event and clearly state the anticipated delay in



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supply on account of such events. On receipt of such a request from the Supplier, the delivery period be extended up to the time requested for by the Supplier, subject to the further condition that if the delivery period is likely to be extended by more than sixty days on account of any event the KVS will be at liberty to cancel the un-executed portion of the Purchase Order without assigning any reason and without payment of any compensation.

b. PENALTY CHARGES

Penalty of maximum of 10% of the Tender value is liable in case of termination of contract by the vendor or by KVS on finding services not satisfactory. Decision of KVS will be final in this regard.

c. TDS, WORKS CONTRACT TAX, OTHER TAXES etc.

The TDS, works contract tax, other taxes etc, if any, shall be deducted as per rules.

d. NEGLIGENCE:

If the firm neglects to execute the work with due diligence and expedition or refuses or neglects to comply with any reasonable order given in writing by the KVS in connection with Purchase Order or shall contravene the provisions of the Purchase Order, the KVS may give 21 days' notice, in writing, to the firm to make good the failure, neglect or contravention complained of and should the firm fail to comply with the notice within reasonable time from the date of service thereof, in case of failure, neglect or contravention capable of being made good, within that time or otherwise within such time as may be reasonably necessary for making it good, then and in such cases, the KVS shall be at liberty to take the Contract wholly or partly out of the hands of the supplier and reconstruct at reasonable price with any other person or persons. In such an event it shall be lawful for the KVS to retain any such balance which may otherwise be due by him to the firm on any account including the amount of Bank Guarantee and apply the same towards the execution of the whole or balance of the works so re-contracted, as aforesaid. If no such balance is due by the KVS to the firm or if due, is not sufficient to cover the amount thus recoverable from



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the firm, it shall be lawful for the KVS to recover the whole or balance of the amount from the firm by action of law.

e. BANKRUPTCY:

If the supplier shall commit any act of bankruptcy or being a Corporation, commence to be wound up except for reconstruction purposes, or carry on its business under a Receiver, the executors, successor or other representative in law of the estate of the supplier or any such Receiver, liquidator, or any person in whom the contract may become vested, shall forthwith give notice thereof in writing to the KVS and shall for one month during which the supplier shall take all reasonable steps to prevent stoppage of the work, have the option of carrying out the contract subject to the supplier providing such Guarantee as may be required by the KVS but not exceeding the value of the work for the time being remaining unexecuted. In the event of stoppage of the work the period of the option under this clause shall be fourteen days only. Provided that should the above option not be exercised, the contract may be terminated by the KVS by notice in writing to the supplier and the same power and provision reserved to the KVS in the last proceeding clause of taking the work out of the supplier's hands shall immediately become operative.

f. ARBITRATION

If at any time, any question, dispute or difference whatsoever, shall arise, between the KVS and the Supplier, upon or in relation to or in connection with the contract, the provisions of Indian Arbitration and Conciliation Act-1996 and of the Rules there-under and any Statutory Amendment/ Modification or re-enactment thereof for the time being in-force, shall be deemed to apply to and be incorporated in the contract.

g. CANCELLATION OF WORK ORDER:

The KVS shall have the right to amend or cancel the order at any time before the receipt of intimation regarding manufacturing of material if he is satisfied that the delay in execution of the order by the supplier is willful and detrimental to the interests of the KVS. In case where after the commencement of manufacture, there is a willful delay on the pan of the supplier in the dispatch/ manufacture of the material, the KVS may cancel the order for



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whole/unexecuted portion after giving a notice of 15 days to the supplier.

h. JURISDICTION OF COURT:

In case of any dispute between the parties, the Courts at Delhi only shall have the jurisdiction to settle/ decide and adjudicate upon such matters. Before approaching the court of law, and dispute or difference arising in connection with the contract shall be referred by either party for arbitration in accordance with Clause- 16 above.

i. SIGNING OF WORK ORDER

The supplier will be furnished with two copies of the purchase order one copy to be retained by the supplier and the second copy of the purchase order will be returned by the supplier to the KVS after signing each and every page of the P.O. by his authorized representative in token of the un-conditional acceptance of the purchase order. The supplier will also furnish documentary proof evidencing that the signatory is an authorized representative of the suppliers.

j. Payment Terms & condition

Payment will be made on Pro-Rata basis. 30% advance may be given against Bank Guarantee.



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CHAPTER - 6

EVALUATION & SELECTION CRITERIA

Least Cost Method will be applied to determine the L1 bidder. The bidders who qualify in the Pre Q and Technical Criteria will be considered for the Financial Bid evaluation.



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Examination of Technical Bid

Bidders who have qualified as per the Qualification Criteria of this RFP document shall be evaluated and scored by the Technical Evaluation Committee based on the basis of technical evaluation criteria mentioned in table below, assessing each bidder's ability to satisfy the requirements set forth in the document. Minimum mark for qualification in the Technical Evaluation is 70 out of 100 (Technical Score).

S.No.	Evaluation criteria / sub criteria	Maximum Score
1	Turnover: Total annual turnover from Scanning and DMS related work for last 3 financial years (FY 2013-14, 2012-13,2011-12) ≥10 Crores but < 20 crores = 15 marks For every additional 1 Crores = 1 marks	25
2	Volume : Total Number of pages scanned in the last 3 financial years (FY 2013-14, 2012-13,2011-12) ≥2 crores but < 4 crores = 15 marks For every additional 1 Crore = 2.5 marks	20
3	Project size : Scanning and Data Entry related project value of more than equal to 50 Lakhs in INR in the last 3 financial years (FY 2013-14, 2012-13,2011-12) 1 project = 10 marks For every additional project = 2.5 marks	15
4	Use of COTS DMS Package or Customized DMS Tool in Govt./PSU's/Banks ≥5 Projects = 5 Marks For every additional project= 2.5 marks	10



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5	Demonstration and Presentation w.r.t. Scope of Work mentioned in the project	30
5.1.	Understanding of Scope of Work	15
5.2.	Approach and Methodology	10
5.3.	Understanding of Risks in the project and Mitigation Plan	5

Financial Bid:

The opening of financial bid will be done only for bidders scoring 70 and above as per technical evaluation table. Financial bids will be judged based on Least Cost Method.



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Scanning/Digitization of Documents

Sl Number	Line Item	Indicative Volume(A)	Unit Cost(B)	Total Cost, C=A*B	Service Tax,D	Total Cost Including Taxes, E=C+D
1.	Scanning/Digitization of Documents including Metadata Entry as per Scope of Work	1 Cr				

DMS

Sr. No	Line Item	Number of User Licenses	Cost, P	Service Tax, Q	Total Cost, O=P+Q
1	Document Management System	25			

Grand Total: E+O= i) Rs _____ (In Figures)

ii)Rs _____ (In Words)

Signature of the Bidder -

Seal



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CHAPTER- 7

PERFORMA & ANNEXURE

ANNEXURE- 1

6 PROFORMA & ANNEXURE

7.1 PROJECT PROFILE

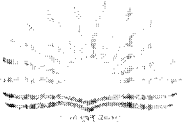
7.2

Company Name & Address

Name			
Address			
City		District	
State		Pin	
Telephone		Cell	
Fax		E-mail	

Details of similar projects already undertaken:-

Sr . No	Name of work/ project with address	Description of work executed	Name and address of the clientele(With Phone Number)	Value Of work (In Rs.)	Schedul ed period of complet ion	Actual period of compl etion	Month & Year



केन्द्रीय विद्यालय संगठन

Tender No.- KVS(HQ)/EDP/2015/DMS

Signature of the Bidder

Date:

Place:



Tender No.- KVS(HQ)/EDP/2015/DMS

ANNEXURE — 2

7.2 SELF DECLARATION

Date :

Ref: _____

To,
The Commissioner,
Kendriya Vidyalaya Sangathan,
18, Institutional Area,
Shaheed Jeet Singh Marg,
New Delhi - 110 016.

In response to the Tender No.- **KVS (Hq.)/EDP/AMC/2015**. I /We hereby declare that our company_____ is, having unblemished past record, and was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

Signature of the Bidder

Date:

Place:



Tender No.- KVS(HQ)/EDP/2015/DMS

ANNEXURE-3 _

7.3 REPRESENTATIVE AUTHORIZATION LETTER

Date :

Ref : _____

To,
The Commissioner,
Kendriya Vidyalaya Sangathan,
18, Institutional Area,
Shaheed Jeet Singh Marg,
New Delhi - 110 016.

Ms, /Mr, _____ is hereby authorized to sign relevant documents on behalf of the Company in dealing with Tender No.- **KVS (Hq.)/EDP/AMC/2015**, S/He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,
Authorized Signatory

Representative Signature

Signature attested



Tender No.- KVS(HQ)/EDP/2015/DMS

ANNEXURE-4

7.4 ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENTS

To,
The Commissioner,
Kendriya Vidyalaya Sangathan.
18, Institutional Area,
Shaheed Jeet Singh Marg,
New Delhi - 110 016.

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender No.- **KVS (Hq.)/EDP/AMC/2015**, regarding Supply, Installation and Training Equipments for KVS.

I declare that all the provisions, of this Tender Document are acceptable to my company, I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration

Signature of witness

Signature of the Bidder

Date:

Date:

Place:

Place:



Tender No.- KVS(HQ)/EDP/2015/DMS

ANNEXURE -5

7.5 BRIEF VENDOR PROFILE

01	Name of the Firm / Company				
02	Year established				
03	Address of Office				
04	Telephone No.				
05	Fax No.				
06	E-mail Address				
07	Website				
08	No. of years of Proven Experience of providing similar Services.				
09	Annual turnover audited annual turnover in last two year	Annual turnover of the company in Rs,			
		FY	Turn Over (Rs.)		
			PBT	PAT	ATO
		2012-2013			
		2011-2012			
	2010-2011				
10	Paid up capital as 01-Apr-2013				

Signature of the Bidder

Date:

Place:



Tender No.- KVS(HQ)/EDP/2015/DMS

Annexure 6: Financial Bid Performa
Scanning/Digitization of Documents

SI Number	Line Item	Indicative Volume(A)	Unit Cost(B)	Total Cost, C=A*B	Service Tax,D	Total Cost Including Taxes, E=C+D
1.	Scanning/Digitization of Documents including Metadata Entry as per Scope of Work	1 Cr				

DMS

Sr. No	Line Item	Number of User Licenses	Cost, P	Service Tax, Q	Total Cost, O=P+Q
1	Document Management System	25			

Grand Total: E+O= i) Rs _____ (In Figures)

ii)Rs _____ (In Words)

Signature of the Bidder -

Seal