



# **BUREAU OF INDIAN STANDARDS**

## **Request for Proposal (RFP) for Engagement of Agency for Setting up of on-site Modern Record Room in Bureau of Indian Standards**

**Bureau of Indian Standards  
Manak Bhawan  
9, Bahadur Shah Zafar Marg  
New Delhi- 110002**

**Reference: ADMN/05/08/2020**

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## **SCHEDULE – I**

### **1.1 INVITATION & SCHEDULE OF EVENTS**

#### **1.1.1 OVERVIEW**

Bureau of Indian Standards (BIS) is a National Standards Body of India under the aegis of Ministry of Consumer Affairs, Food and Public Distribution as per BIS Act 2016, Rules and Regulations thereunder. It has 33 branches, 5 Regional Offices and 8 Laboratories spread across India. The Bureau in addition to its main activity Standard Formulation also provides certification services ensuring quality of goods under certification. This covers product certification, Hallmarking of Gold and Silver jewellery or articles, system certification etc. The Bureau is now switching over to e-office for management of files and records. The bureau at its Head Quarter has 59 Departments with the volume of records as approximately 30 thousand files.

#### **1.1.2 OBJECTIVE**

The Bureau intends to construct a centralized on-site Modern Record Room through an agency who is having expertise and experience in this field. Construction of Centralized Modern Record Room in the existing building of The Bureau, Head Quarter is to be carried out as large numbers of records are kept in Record Room. Such records are required to be preserved permanently so as to become available to whosoever may need it at a later point of time subject to the Retention Policy.

The construction of Modern Room includes all Civil & Electrical and other miscellaneous works if so required involving wall finishing to render the interior aesthetically good for renovating the existing space for record room; Electrification including earthing, lighting, procurement and installation of interiors, furniture, access control system, pest or insects repellent systems, Modular compactors, Map cabinets, Slotted angle racks and all other modern infrastructure required for the establishment and operation of the proposed Modern Record Room. The agency will provide the latest IT and data analytics tools, to bring in greater efficiency and transparency in the functioning of Modern Record Room by proving software support for indexing, cataloguing, storage, retrieving, destruction etc. of the records. The volume of records is approximately 30 thousand files.

#### **1.1.2.1 SETTING UP OF A PHYSICAL STORAGE AREA WITHIN THE MODERN RECORD ROOM FOR PHYSICAL STORAGE OF RECORDS-**

- i. Supply and installation of Modular Compactors of adequate strength for storage of hard copy records sizing A4 or A3 or legal size
- ii. Supply and installation of Modular Slotted Angle Racks of adequate strength for storage of hard copy records sizing A4 or A3 or legal size

#### **1.1.2.2 SETTING UP OF AN OPERATIONAL AREA WITHIN THE MODERN RECORD ROOM**

- i. Design, development, testing, implementation, commissioning and maintenance of a Document Management System software to facilitate easy management of the storage, easy retrieval of the records and should comply with the requirements as mentioned under Section – “Technical Requirements”.
- ii. Perform Indexing and Barcode tagging of hard copies of records (Any size) and populating into the database.
- iii. Performing Scanning, post scanning treatment, metadata (keywords) creation (A4 Size or Legal) and populating into the database and Digital Storage for easy retrieval, printing etc.
- iv. Perform Data entry of important documents in the database format prescribed by the department for easy and fast retrieval.
- v. Procurement, installation and configuration of servers, desktops, barcode printers, barcode scanners, biometric authentication devices, Multifunction printers, external storage, networking and all other IT infrastructure required for implementation and running of document management system.

#### **1.1.2.3 SETTING UP A PUBLIC SERVICES AREA WITHIN THE MODERN RECORD ROOM FOR WAITING or RECEPTION, ETC.**

- i. The public waiting area should have Metal Perforated 3-seater grouped benches including aluminium and glass partition, wherever required.
- ii. Workstations created with cubicle format modular tables and partitions for installing desktops, partitioning for workstations should have a height of 4.5’.
- iii. Workstation for Administrative Officer should cover a floor area of 6’x5’. The desk should be of “L” shape with front desk of 6’ wide and 3’ deep, Administrative Officer should have Additionally, minimum four visitor chairs and sufficient space for installing them at Administrative cubicle.’

- iv. Train the department staff in all aspects of management, operation and maintenance of the supplied solution as mentioned under “Scope of Work”.
- v. Warranty services for all the items shall be of 5 years from the date of commissioning.

The detailed “**Scope of Work**” is given in the Schedule –IV of this Request for Proposal (RFP) at item 4.1, subject to following criteria:

- i. The software solution and infrastructure provided for running the solution should comply with the technical requirements mentioned under “Section: Technical Requirements”,
- ii. The minimum specification for the components of the solution is given in section “Compliance Matrix”. The supplied solution should comply with all of its clauses.

## 1.2 NOTICE INVITING BIDS

### 1.2.1 RFP TERMINOLOGY

Definitions throughout this RFP, unless inconsistent with the subject matter or context:

#### 1.2.1.1 DEFINITIONS

- i. “**The Bureau**”- Bureau of Indian Standards established under Bureau of Indian Standards Act, 2016.
- ii. **Bidder** – An eligible entity or firm submitting Proposal or Bid in response to this RFP
- iii. **Contractor** – Selected Bidder or IT Solution implementing firm under this RFP.
- iv. **‘Authorized Officer’** shall mean the Director (Administration) of the Bureau at HQs, New Delhi.
- v. **‘Competent Authority’** shall mean the Director General of the Bureau.
- vi. **Bid** – The Bidder’s written reply or submission in response to this RFP.
- vii. **Request for Proposal** – The request for proposal (this document) in its entirety, inclusive of any Addenda or corrigendum that may be issued by the Bureau.
- viii. **Solution** – “Solution” means all services, scope of work and deliverables to be provided by the Contractor as described in the RFP and include services ancillary to the development of the solution, such as provision of technical assistance, training, certifications, auditing and other obligation of the Contractor covered under the RFP.
- ix. **Bill of Quantities** – The bill of quantities (sometimes referred to as 'BoQ' or 'BQ') is a document prepared that provides project specific measured quantities of the items of work identified by specifications in the RFP documentation

- x. **Annual Maintenance Contract (AMC)** – It would be the annual cost of maintenance of Software solution or Service.
- xi. **Portal** – means a solution or website covering all features and functionalities given as Scope of this RFP.

#### **1.2.1.2 ABBREVIATIONS AND FULL FORMS**

<i><b>Abbreviation</b></i>	<i><b>Full Form</b></i>
<b>RFP</b>	Request for Proposal
<b>The Bureau</b>	Bureau of Indian Standards
<b>IPR</b>	Intellectual Property Rights
<b>IT</b>	Information Technology
<b>BoQ</b>	Bill of Quantities
<b>AMC</b>	Annual Maintenance Contract
<b>CPP</b>	Central Public Procurement
<b>EMD</b>	Earnest Money Deposit
<b>GST</b>	Goods & Service Tax
<b>PAN</b>	Permanent Account Number
<b>PC</b>	Personal Computer
<b>RTGS</b>	Real-Time Gross Settlement
<b>FDR</b>	Fixed Deposit Receipt
<b>NEFT</b>	National Electronic Funds Transfer
<b>IFSC</b>	Indian Financial System Code
<b>TAN</b>	Tax Deduction and Collection Account Number
<b>SLA</b>	Service Level Agreement
<b>SPOC</b>	Single Point of Contact
<b>PSU</b>	Public Sector Unit
<b>GFR</b>	General Financial Rules
<b>PO</b>	Purchase Order



### 1.2.2 SCHEDULE OF EVENTS

The tentative schedule and critical dates are shown below:

Sl.No.	Event	Date or Place
i.	Date of uploading RFP on Central Public Procurement Portal	09 June,2020
ii.	Document Download or Sale Start Date	09 June,2020
iii.	Document Download or Sale End Date	01 July,2020
iv.	Clarification Start Date	10 June,2020
v.	Clarification End Date	15 June,2020
vi.	Pre-Bid Meeting	15 June, 2020 at 11.00 hrs, Venue: Office of Director (Administration), Bureau of Indian Standards, in Room No. 505, Manakalaya, 9, Bahadur Shah Zafar Marg, New Delhi 110002.
vii.	Bid Submission Start Date	16 June,2020
viii.	Bid Submission End Date	01 July,2020
ix.	Opening of Technical Bids	02 July,2020
x.	Contact details	011-23231059

### 1.2.3 DISCLAIMER

#### 1.2.3.1

The information contained in this Request for Proposal (RFP) for engagement of agency for setting up of on-site Modern Record Room in the Bureau, New Delhi.

#### 1.2.3.2

The RFP document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement, in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation agreed between the Bureau and any contractor as identified by the Bureau, after completion of the selection process as detailed in this document.

#### **1.2.3.3**

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized officers of the Bureau with the contractor.

#### **1.2.3.4**

The purpose of this RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct their own study or investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice.

#### **1.2.3.5**

The information contained in the Request for Proposal (RFP), provided by the Bureau, is for information of the Bidders to assist them in formulation of their bids. Each Bidder can conduct their own investigation and analysis before submission of the bid. The Bureau shall not incur any liability, whatsoever, with regard to the completeness of the information contained in the Request for Proposal (RFP) that the Bidder may require for submission of the bid. The Bureau reserves the right to amend any condition of the Request for Proposal (RFP) through publication of a Corrigendum, besides rejection of any or all the bids received, if the Competent Authority of the Bureau decides so.

#### **1.2.3.6**

The Bureau may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. Such revisions to the RFP or amended RFP, if any, will be made available on website the Bureau and Central Public Procurement (CPP) Portal.

#### **1.2.3.7**

The Bureau will not be responsible for any delay in receiving the proposals. The issue of this RFP does not imply that the Bureau is bound to select a bidder or to appoint the selected bidder, as the case may be, for the services and the Bureau reserves the right to accept or reject any or all of proposals submitted in response to RFP document at any stage without assigning any reasons whatsoever. The Bureau also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted RFP Application.

### **1.2.4 ISSUE OF REQUEST FOR PROPOSAL (RFP)**

#### **1.2.4.1**

The Request for Proposal (RFP) will be available on the website of the Bureau ([www.bis.gov.in](http://www.bis.gov.in)) and CPP Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) during the period indicated in the **Schedule-III**.

#### **1.2.4.2**

The Bidder shall bear all costs associated with the preparation and submission of its Bid. The Bureau shall, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the Bidding process.

### **1.2.5 LANGUAGE OF BID OR CONTRACT**

The language of the Bid shall be in English or Hindi and all correspondence, etc. shall conform to the English or Hindi language. In case of any dispute, English version will prevail over Hindi version.

### **1.2.6 VALIDITY OF BIDS**

The Bid will be valid for 90 days from the last date of submission of bid.

### **1.2.7 RIGHTS OF THE BUREAU**

In case of any ambiguity in the interpretation of any of the clauses in Request for Proposal (RFP) or the conditions of the contract, interpretation of the clauses by the Bureau shall be final and binding on all parties.

### **1.2.8 NOTICE TO FORM PART OF CONTRACT**

Tender notice and these instructions shall form part of the contract.

### **1.2.9 PARTIES TO THE CONTRACT**

**1.2.9.1** The parties to the contract shall be the contractor, whose offer is accepted by the Bureau; and the Bureau.

**1.2.9.2** The person signing the offer or any other document forming the part of contract on behalf of other person shall be deemed to have due authority to bind such person as the case may be, in all matters pertaining to the contract. If it is found that the person concerned has no such authority, the Bureau may, without prejudice to any other civil or criminal remedies, terminate the contract and hold the signatory liable for all costs and damages for such termination.

### **1.2.10 CONTRACT DOCUMENT**

The several Contract documents forming the Contract shall be taken as mutually explained to one party by the other, but in case of ambiguities or discrepancies the same shall be explained and harmonized by the Competent Authority of the Bureau who shall issue to the Contractor necessary instruction thereon and in such event unless otherwise provided in the Contract the priority of the documents forming the contract shall be as follows:

- i. The Agreement (**6.1.2 of Schedule – VI**)
- ii. Minutes of pre-bid meeting, clarifications, if any
- iii. The Conditions of Contract (CoC)
- iv. Tender Notice and Request for Proposal (RFP)
- v. Letter of Acceptance
- vi. Any other correspondence exchanged between the parties in connection with the contract.

## **SCHEDULE – II**

### **2.1 INSTRUCTION TO BIDDERS**

#### **2.1.1 ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

Bidder should be responsible for registering his company at Central Public Procurement Portal and seeking all necessary approvals required to upload the bid.

The Bureau reserves the right to amend the document, tentative schedule and critical dates. It is the sole responsibility of prospective bidders to go through Central Public Procurement Portal or the Bureau Website from time to time for any updated information.

#### **2.1.2 REGISTRATION ON CPP PORTAL**

- i. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify or nCode or eMudhra etc.), with their profile.
- v. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- vi. Bidder then logs in to the site through the secured log-in by entering their user ID or password and the password of the DSC or e-Token.

#### **2.1.3 SEARCHING FOR REQUEST FOR PROPOSAL (RFP)**

- i. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option

of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- ii. Once the bidders have selected the tenders they are interested in, they may download the required documents or tender Annexes. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS or e-mail in case there is any corrigendum issued to the Request for Proposal (RFP).
- iii. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification or help from the Helpdesk.

#### **2.1.4 PREPARATION OF BIDS**

- i. Bidder should consider any corrigendum published on the Request for Proposal (RFP) before submitting their bids.
- ii. Please go through the tender advertisement and the Request for Proposal (RFP) carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Request for Proposal (RFP) or Annex and generally, they can be in PDF or XLS or RAR or DWF or JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- iv. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **2.1.5 SUBMISSION OF BIDS**

- i. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the Request for Proposal (RFP).
- iii. Bidder has to select the payment option as "offline" to pay the EMD as applicable and enter details of the instrument.

- iv. Bidder should prepare the EMD as per the instructions specified in the Request for Proposal (RFP). The original should be posted or couriered or given in person to the concerned official, latest by the last date of bid submission or as specified in the Request for Proposal (RFP). The details of the NEFT or any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- v. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the Request for Proposal (RFP), then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it, enable Macro in the excel sheet and complete the coloured unprotected cells with their respective financial quotes and other details such as name of the bidder. No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- vi. The server time which is displayed on the bidders' dashboard will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- vii. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers or bid openers public keys. Overall, the uploaded Request for Proposal (RFP) become readable only after the tender opening by the authorized bid openers.
- viii. The uploaded Request for Proposal (RFP) become readable only after the tender opening by the authorized bid openers.
- ix. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- x. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **2.1.6 ASSISTANCE TO BIDDERS**

- i. Any queries relating to the Request for Proposal (RFP) and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Nos. 0120-4200462, 0120-4001002

### **2.1.7 TERMS & CONDITIONS**

- i. The Invitation for Bids is to be uploaded on two bids basis i.e. Technical Bid and Financial Bid.
- ii. It is the responsibility of the Bidder to ensure that the bids are up loaded on time within the deadline through [www.eprocure.gov.in](http://www.eprocure.gov.in). A scanned copy of the EMD needs to be uploaded at the Central Public Procurement Portal and the original instrument of EMD shall be submitted before the closing date and time 01 July 2020, till 17.00 h. Bureau of Indian Standards, 9, Bahadur Shah Zafar Marg, New Delhi-110002. Registered Micro & Small Enterprises (MSEs) as defined in MSEs Procurement Policy, 2012 issued by Department of Micro, Small & Medium Enterprises (MSE) or as registered with the Central Purchase Organisation or the concerned Ministry or Department or Start-ups recognized by Department for Promotion of Industry and Internal Trade (DPIIT) are exempted from payment of EMD on production of valid certificate of registration with the authority or agency as indicated in the policy.
- iii. All bids shall remain valid for 90 days from the last date of submission of bids.
- iv. The Bureau reserves the right to solicit additional information from Bidders.
- v. The Bureau reserves the right to accept the whole, or part of or reject any or all bids without assigning any reasons and to select the Bidder(s) who best meet the interest of the Bureau.
- vi. The Bureau also reserves the right to negotiate with the bidders placed as H1 bidder in the interest of the Bureau.
- vii. The Bureau reserves the right not to accept bid(s) from contractor resorting to unethical practices or on whom investigation or enquiry proceedings have been initiated by Government investigating Contractor or Vigilance Cell.
- viii. The contractor will submit the schedule plan to the Bureau. On the acceptance of the same by the Bureau, the schedule of jobs relating to deliverables will be decided. The contractor shall complete the job or activities as decided mutually between the Bureau and the contractor.
- ix. Joint Venture or Consortium is not permitted.



#### **2.1.7.1 LIQUIDATED DAMAGES CLAUSE**

- i. In case of late services or no services on a specific activity, in which the Contractor fails to deliver the services within the period fixed for such delivery or at any time repudiates the contract, the Contractor shall be liable to pay Liquidated Damages which will be imposed @ 0.25% of per week of the cost of contract value up to maximum of 5% of the contract value for the quarter. The Bureau will have the right to terminate the contract at any time without assigning any reason thereof after giving thirty days' notice.
- ii. Recover from the Contractor as liquidated damages which will be charged by way of penalty, as specified in the 3.2.8 of Schedule-III (Penalty Clause).

#### **2.1.7.2 ASSIGNMENT CLAUSE**

Neither this Agreement nor any of the rights, interests or obligations hereunder shall be assigned by any of the parties hereto, in whole or in part (whether by operation of law or otherwise), without the prior written consent of the other parties, and any attempt to make any such assignment without such consent shall be null and void. Subject to the preceding sentence, this Agreement will be binding upon, inure to the benefit of and be enforceable by the parties and their respective successors and assigns.

#### **2.1.7.3 SEVERABILITY CLAUSE**

If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, it shall not affect the enforceability of any other provision of the Agreement. Rather, the invalid, illegal, or unenforceable provision shall be deemed severed from this Agreement, and this Agreement shall be enforced as if the Agreement did not contain the invalid, illegal, or unenforceable provision.

#### **2.1.7.4 PENALTY**

- i. The detail Agreement (6.1.2 of Schedule-VI) will be signed with the contractor. Any breach in Terms and Conditions of the agreement will lead to penalty and later termination of the contract. All the documents or code or application etc. prepared and developed by the Contractor will be the property of the Bureau. All designs, reports, other documents and software submitted by the bidder pursuant to this work order shall become and remain the property of the Bureau, and the Contractor shall, not later than upon termination or expiration of this work order, deliver all such documents and software to the Bureau, together with a detailed inventory thereof.

- ii. If at any given point of time it is found that the Contractor has made a statement which is factually incorrect or if the Contractor doesn't fulfil any of the contractual obligation, the Bureau may take a decision to cancel the contract with immediate effect. Further, performance security of the contractor may also be forfeited if the performance of the contractor is not satisfactory.
- iii. In case of late services or no services on a specific activity, in which the Contractor fails to deliver the services within the period fixed for such delivery or at any time repudiates the contract, the Contractor shall be liable to pay Liquidated Damages which will be imposed @ 0.25% of per week of the cost of contract value up to maximum of 5% of the contract value for the quarter. The Bureau will have the right to terminate the contract at any time without assigning any reason thereof after giving thirty days' notice.
- iv. The contractor will maintain logs for each of the service provided and shall provide necessary reports which will help in ascertaining the service levels and calculation of Non-performance deduction.
- v. Timely Servicing or rectification of defects during CAMC period: After having been notified of the defects or service requirement during CAMC period, The Contractor has to complete the required Service or Rectification within 7 days' time limit. If the contractor fails to complete service or rectification with defined time limit, a penalty of 0.5% of Unit Price of the product shall be charged as penalty for each week of delay from the the contractor. The contractor can deposit the penalty with the Bureau directly else the Bureau shall have a right to recover all such penalty amount from the Performance Security or Performance Bank Guarantee (PBG). Cumulative Penalty cannot exceed more than 10% of the total contract value after which the Bureau shall have the right to get the service or rectification done from alternate sources at the risk and cost of the contractor besides forfeiture of PBG. The contractor shall be liable to reimburse the cost of such service or rectification to the Buyer or Bureau.

## SCHEDULE – III

### 3.1 ELIGIBILITY CRITERIA

The invitation to proposal is open to all bidders who qualify the eligibility criteria as given below:

Sl.No.	Specific Requirement	Evidence
i.	The bidder should be a legal entity i.e. firm or company registered under the relevant law.	A copy of Certificate of registration  OR  A copy of Certificate of Incorporation of the company.
ii.	Bidder must have valid enterprise level ISO 9001:2008 certification.	A copy of the valid ISO certificate.
iii.	The Bidder should have a valid Capability Maturity Model (CMM) level 3 Certificate or above.	Valid CMM level certificate.
iv.	The bidder should be located in India for the past 3 years, at least as on 31.3.2020	Extracts from the audited Balance sheet and Profit & Loss Account; OR Certificate from the statutory auditor.
v.	It should be registered with the Goods & Services Tax Authorities.	Goods & Services Tax Registration certification
vi.	Bidder must have VAT or TAN or PAN registration & Tax Clearance Certificate from the Competent Authority up to March 2020.	Documentary evidence to be provided
vii.	It should not have been blacklisted by any of the State or Central Government	Undertaking on letter head (Refer Annex 6.1.5)

	or Ministry or Department or organizations under either of them.	
<b>viii.</b>	It should not have been found guilty of any criminal offence by any Court of law.	Undertaking on letter head (Refer Annex 6.1.8)
<b>ix.</b>	It must comply with the code of integrity for public procurement	Undertaking on letter head (Refer Annex 6.1.6)
<b>x.</b>	Bidder has to abide by all terms & conditions of Request for Proposal (RFP)	Duly signed Tender Acceptance Letter is to be returned as a token of its acceptance for Bid (Refer Annex 6.1.3)
<b>xi.</b>	<p>It should have had an average business turnover of at least Rs. 1 Crore in the last three years from project of similar nature</p> <p>In case of Micro and Small Enterprises, or start-up the requirement of average turn over will be Rs.50 lakhs (refer Office Memorandum no 1(2)(1)/2014-MAPart dated 10-03-2016) during the last three years</p>	<p>Certificate from the Chartered Accountant of the Organization and Audited Balance sheets for last three years.</p> <p>Certificate of Registration as Micro and Small Enterprise or start-up with organizations under the administrative control of the central or state government.</p>
<b>xii.</b>	<p>The bidders must have successfully executed or completed at least one Modern Record Room of similar size &amp; volume, during the last three years.</p> <p>The project must include at least the following services</p> <ul style="list-style-type: none"> <li>(i) Infrastructure deployment (Servers, Desktop, LAN, Printer, Scanner etc.)</li> <li>(ii) Scanning or Digitalization services of at least 50 Lakh pages</li> <li>(iii) Application Software development or customization</li> <li>(iv) Maintenance of server or Data centre</li> <li>(v) Site preparation and installation of IT &amp; non-IT Infrastructure at least 20 offices.</li> </ul>	<p>Copies of the Work completion certificates</p> <p style="text-align: center;">OR</p> <p>Agreement issued by client + Self Certificate of Completion (CA Certificate with CA's Registration Number and Seal)</p> <p style="text-align: center;">OR</p> <p>Work Order + Phase Completion Certificate from the client showing acceptance of completion of supply and installation</p>

<b>xiii.</b>	It must sign & upload the Malicious Code Certificate	Undertaking on letter head (Refer Annexure 6.1.9)
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**Note: -**

- (i) **The criteria mentioned above will constitute the preliminary scrutiny and only those Bidders complying with them will be eligible for technical evaluation.**
- (ii) **All the document should be placed only in this (as listed in this clause) order and an index be provided separately.**
- (iii) **The bid will be summarily rejected if all the documents mentioned above are not enclosed in technical bid.**
- (iv) **All supporting documents must be clearly visible, readable.**

### **3.1.1 AVAILABILITY OF REQUEST FOR PROPOSAL (RFP)**

- i. The blank Request for Proposal (RFP) is available from 09 June 2020 (18:00 hrs.) to 01 July 2020 (17:00 hrs) for downloading from the website of the Bureau ([www.bis.gov.in](http://www.bis.gov.in)) and Central Public Procurement (CPP) Portal.

### **3.1.2 LAST DATE OF SUBMISSION OF BID**

01 July 2020 (17:00 hrs.)

### **3.1.3 PRE-BID CONFERENCE**

**11:00 hrs. on 15 June 2020** in the office of Director (Administration), Bureau of Indian Standards, in **Room No. 505,** Manakalaya, 9, Bahadur Shah Zafar Marg, New Delhi 110002.

### **3.1.4 METHOD OR MANNER FOR SUBMISSION OF BIDS**

The complete Bid containing Technical Bid and Financial Bid will be received online through CPP Portal only as per instructions enclosed (**Schedule-II**)

### **3.2 COMERCIAL CONDITIONS**

Apart from the above, each bidder is required to fulfil the following terms and conditions:

#### **3.2.1 EARNEST MONEY DEPOSIT**

- a) Each bidder is required to submit INR 2,00,000/- (Rupees Two lakhs only) as interest-free Earnest Money Deposit (EMD) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form (in case of payment online, the bidder shall have to upload scanned copy of the transaction document showing transaction code or RTGS No. etc.) in favour of Bureau of Indian Standards, New Delhi, payable at New Delhi. A scanned copy of EMD also needs to be uploaded along with the bid at the Central Public Procurement Portal. The original instrument (Demand Draft, FDR, Banker's Cheque or Bank Guarantee) of the EMD must reach the authorised officer of the Bureau before the closing date. In the event of non-receipt of the original instrument before closing date, the bid will be considered as non-responsive and such bid shall not be evaluated. For the purpose of online payment of EMD, the bank details of the Bureau are as follows:
  - i. Syndicate Bank, Bureau of Indian Standards, 9 Bahadur Shah Zafar Marg, New Delhi.
  - ii. IFSC or NEFT Code: SYNBo009084, Account No.: 90841010000018, PAN No. AAATBo431G, GST No.: 07AAATBo431G1ZD
- b) EMD should be submitted along with Technical Bid.
- c) No interest shall be payable for the sum deposited as Earnest Money Deposit.
- d) EMD of the unsuccessful bidders would be returned to them after expiry of the final bid validity and latest on or before the 30 days after the award of the contract.
- e) The EMD shall remain valid for a period of forty-five days beyond the final bid validity period.
- f) If EMD is forfeited for any reason, the concerned bidder shall be debarred from participation in the RFPs or tenders floated by the Bureau in future for 2 years.

#### **3.2.2 PERFORMANCE SECURITY DEPOSIT**

- i. The contractor will have to submit a Performance Security equivalent to 10% of the total contract value as per the contract in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment in an acceptable form; in favour of the Bureau, New Delhi. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor including warranty obligations. For the purpose of online payment of Performance Security, the bank details of the Bureau are as follows:

- Syndicate Bank, Bureau of Indian Standards, 9 Bahadur Shah Zafar Marg, New Delhi.
  - IFSC or NEFT Code: SYNBo009084, Account No.: 90841010000018, PAN No. AAATBo431G, GST No.: 07AAATBo431G1ZD
- ii. The contractor has to renew the bank guarantee on the same terms and conditions for the period up to the contract including extension period, if any.
  - iii. Performance Guarantee would be returned only after successful completion of job assigned to them after adjusting or recovering any dues recoverable or payable from or by the Contractor on any account under the contract.

### **3.2.3 PERIOD OF CONTRACT**

The Contractor has to complete the task of setting up of Modern Record Room within the time period of six months from the date of issue of work order or date of handing over of site whichever is later.

### **3.2.4 PRICES**

- i. The bidder shall quote a total cost in INR.
- ii. The bidder has to ensure that the above bid amount quoted is inclusive of all manpower support required for the project execution and continuous support during the entire contract period.
- iii. No increase in the prices would be allowed during contract period or any extended period.

### **3.2.5 AMENDMENT OF RFP**

At any time before the submission of bids, the Bureau may amend the RFP document by issuing an addendum or corrigendum in writing or by announcing it through e-procurement portal and its website. The addendum or corrigendum shall be binding on all the contractor. To give the Contractor reasonable time in which to take an amendment into account in their bids, the Bureau may, if the amendment is substantial, extend the deadline for the submission of bid.

### **3.2.6 CONFLICT OF INTEREST**

The Contractor is required to provide professional, objective and impartial advice and at all times hold the Bureau's interest's paramount, strictly avoid conflicts with other assignment or jobs or their own corporate interest and act without any consideration for future work.

Without limitation on the generality of the foregoing, Contractor, and any of their affiliates, shall be considered to have a conflict of interest and shall not be appointed, under any of the circumstances set forth below:

- i. A Contractor or any of its affiliates, engaged to provide consulting assignment or job for this project shall be disqualified from subsequent downstream supply of goods or works or services resulting from or directly related to this project.
- ii. A Contractor including its affiliates shall not be hired for any assignment or job that, by nature, may be in conflict with another assignment or job of the Contractor to be executed for the same or for another Employer.
- iii. A Contractor that has a business or family relationship with a member of the Bureau staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bureau throughout the selection process and the execution of the Contract. Contractor have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Bureau, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the Contractor fails to disclose said situations and if the Bureau comes to know about any such situation at any time, it may lead to the disqualification of the Contractor during bidding process or the termination of its contract during execution of the assignment.

### **3.2.7 PAYMENT**

The total cost of the Services payable is set forth as per the contractor proposal to Bureau of Indian Standards (the Bureau).

Payments under this contract shall not exceed the amount specified in Financial Bid. Payments, if any, shall be made subject to deductions of TDS and such other taxes as may be applicable from time to time.

For claiming these payments, the following documents are to be submitted by the bidder:

- i. Invoice
- ii. Proof of payment of statutory benefits such as ESI or PF etc., if any.
- iii. The contractor shall be fully responsible for all claims made by any third party and shall also be responsible for all expenses incurred by the Bureau in any litigation initiated by any third party.
- iv. The time schedule will have to be strictly adhered to for commencement and completion of the project. Any delay will not be accepted, and penalties will be levied at the rate specified in the contract.



### **3.2.8 PENALTY**

- i. The detail Agreement (6.1.2 of Schedule-VI) will be signed with the contractor. Any breach in Terms and Conditions of the agreement will lead to penalty and later termination of the contract. All the documents or code or application etc. prepared and developed by the Contractor will be the property of the Bureau. All designs, reports, other documents and software submitted by the bidder pursuant to this work order shall become and remain the property of the Bureau, and the Contractor shall, not later than upon termination or expiration of this work order, deliver all such documents and software to the Bureau, together with a detailed inventory thereof.
- ii. If at any given point of time it is found that the Contractor has made a statement which is factually incorrect or if the Contractor doesn't fulfil any of the contractual obligation, the Bureau may take a decision to cancel the contract with immediate effect. Further, performance security of the contractor may also be forfeited if the performance of the contractor is not satisfactory.
- iii. In case of late services or no services on a specific activity, in which the Contractor fails to deliver the services within the period fixed for such delivery or at any time repudiates the contract, the Contractor shall be liable to pay Liquidated Damages which will be imposed @ 0.25% of per week of the cost of contract value up to maximum of 5% of the contract value for the quarter. The Bureau will have the right to terminate the contract at any time without assigning any reason thereof after giving thirty days' notice.
- iv. The contractor will maintain logs for each of the service provided and shall provide necessary reports which will help in ascertaining the service levels and calculation of Non-performance deduction.
- v. Timely Servicing or rectification of defects during CAMC period: After having been notified of the defects or service requirement during CAMC period, The Contractor has to complete the required Service or Rectification within 7 days' time limit. If the contractor fails to complete service or rectification with defined time limit, a penalty of 0.5% of Unit Price of the product shall be charged as penalty for each week of delay from the the contractor. The contractor can deposit the penalty with the Bureau directly else the Bureau shall have a right to recover all such penalty amount from the Performance Security or Performance Bank Guarantee (PBG).Cumulative Penalty cannot exceed more than 10% of the total contract value after which the Bureau shall have the right to get the service or rectification done from alternate sources at the risk and cost of the contractor besides forfeiture of PBG. The contractor shall be liable to reimburse the cost of such service or rectification to the Buyer or Bureau.

### **3.2.9 VALIDITY OF BIDS**

90 days from the last date of submission of bid.

### **3.2.10 OPENING OF BIDS**

Technical bid will be opened online at **17:00 hrs** on **02 July 2020** at Bureau of Indian Standards, 9, Bahadur Shah Zafar Marg, New Delhi-110002.

## **SCHEDULE – IV**

### **4.1 SCOPE OF WORK**

The RFP is invited for supply, installation of IT equipment, computers and peripherals, compactors & furniture for setting up of Modern Record Rooms in Bureau of Indian Standards office.

The bidder has to execute following works:

- i. Site Inspection
- ii. Civil & Electrical Works
- iii. Modern Record Room Management System
- iv. Installation of Compactors
- v. Training
- vi. Support & Post Installation Warranty

#### **4.1.1 SITE INSPECTION**

- i. Bidders are advised to inspect the site and its surroundings where the Modern Record Room has to be set up and satisfy themselves before submitting their bids. The area for setting up of Modern Record Room is approx. 1600 SFT.
- ii. The bidder will work out the number of compactors required to be installed on the basis of area, number of boxes and has to quote the rate in the Financial bid accordingly.
- iii. A bidder shall be deemed to have full knowledge of the work whether he inspects the site or not, and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
- iv. It is the responsibility of the Bidder to visit the proposed sites at their own cost and assessing the existing infrastructure and existing data before submitting his offer to get a clear idea about the work and preparation of requirement across the locations. Department will facilitate Bidders to get access to the site upon prior intimation.

#### **4.1.2 CIVIL & ELECTRICALWORKS**

- i. Renovate the constructed space provided by the department and establish all infrastructures required for the modern record room at each of the location.
- ii. Civil work involved removal of any existing civil structure (if possible) which is coming as hurdle in installation of compactors, Plastering or removing the old plastering and re-plastering (if required based on site visit), POP running over cement plaster in perfect line and level, Acrylic Plastic Emulsion Painting with even shade over primer coating for all vertical plain surface, removing old

flooring and flooring with new vitrified tiles of minimum size 2' x 2' with proper skirting on walls, colour washing and any other civil work to make the interior aesthetically good for renovating the existing record room including aluminium and glass partition, wherever required, to establish compactor storage server room, front office and reception etc.

- iii. Establish all electrification including proper Chemical earthing, procurement and installation of interiors, furniture, lighting as required for establishment and running the proposed Modern Record Room.
- iv. Establish all fixtures and furniture.
- v. Design and Installation of Specially designed cubicle for Record Keeping Officer with minimum 4 chairs for visitors.
- vi. Design and Installation of Ergonomically designed half-partitioned modular furniture made of the Bureau standard material for workstation including keyboard trays, trolleys for CPU, revolving chairs, racks.
- vii. Design, Supply, Installation and configuration of Server, Desktop Computers, UPS, MFD and all other infrastructure or components (both software and hardware) required for establishment and running of the digital document management system. The desktops are required to be supplied with latest operating system, antivirus and all other software required for implementation of the digital document management system.
- viii. Installation of 24 port Manageable switch, Structured cabling for LAN CAT6E cables, Surface Mount I/O, 6U Racks, CAT6E patch cords, Jack Panel, PVC conduit or casing or capping with accessories, any other required components such as labels, ferrules etc., and all associated civil works at the site. All meeting or exceeding respective ISO or IEC or EIA or TIA standards.
- ix. Design and Establishment of Access Control Systems.
- x. Installation of CCTV camera with recording facility.
- xi. Iron steel Waiting seats or chairs (pair of three chairs) minimum two or more pairs based on space available.

#### **4.1.3 MODERN RECORD ROOM MANAGEMENT SYSTEM**

The Contractor shall provide the Modern Record Room Management System and customize and or configure it as per the requirements of the Bureau. The record room management system will have the following components:

- a) Scanning and Indexing of Case Records or documents.
- b) Software for capturing vital information of individual case record for MIS purpose.

- c) Storing of records in digital format corresponding to their physical location in compactors.

The work shall also include major activities like

- i. Collection & Cataloguing
- ii. Retrieval of Records
- iii. DMS Software
- iv. An Annual Maintenance Contract
- v. Retention & Destruction of Records

#### **4.1.3.1 COLLECTION**

- i. The Bureau will provide a soft copy of list of records and records to be collected.
- ii. The Bureau will also provide all the files in scanned form initially.
- iii. The Contractor will check and collect the non-current record or documents in physical form i.e. flat files, box files, bounded files, registers, ledgers, books etc. for storage at on-site record room (Space provided by the Bureau) in a time bound program which will be decided mutually.
- iv. The service provider shall do the packing of boxes and indexing of contents and all other works or process necessary in this connection.
- v. Acknowledgments of the records i.e. flat files, box files, bounded files, registers, ledgers, books etc. with description. Box or container are to be given to the concerned Department. The service provider shall give the soft copy and hard copy of list of inventories.

#### **4.1.3.2 CATALOGUING**

- i. The Service provider will arrange and catalogue the Bureau's records and prepare inventory using bar code technology. Bar codes are to be securely fixed on each carton and its each and every content (flat files, box files, bounded files, registers, ledgers, books etc) to prevent any loss during storage or removal or retrieval.
- ii. Bar coding should be tamper-proof and water-proof.

#### 4.1.3.3 DMS SOFTWARE

The minimum technical requirements of the software solution are described under the following heads:

Sl. No	Head	Minimum Technical Specification
1	Platform	<ul style="list-style-type: none"><li>i. User Platform Open or Window Based</li><li>ii. The developed system should be web-enabled.</li><li>iii. The developed system should be able to use all the functionalities in Windows 7 Professional or latest OS based desktops</li></ul>
2	Application Development	<ul style="list-style-type: none"><li>i. The Bidders can propose any Industry Standard Platform or tool or language for application development.</li><li>ii. The application development language shall be object oriented.</li><li>iii. The developers in the development language proposed shall be easily available in the open market e.g. Java or .Net etc.</li></ul>
3	Database	<ul style="list-style-type: none"><li>i. The Bidders can propose any industry standard Database Platform for the solution.</li></ul>

- i. Furthermore, the minimum specification for the components of the DMS solution is given in “Compliance Matrix”. The supplied solution should comply with all of its clauses.
- ii. The DMS shall cater to the needs of three types of users primarily. They are as follows:
  - a. **Supervisory Users** – These users use the application only to view digital documents and for creating reports. The record keeping officer shall be the supervisory user.
  - b. **System Administrators** – These users shall create the user permissions and other security features of the system through a separate administration module. The system administrator should be able to provide access rights on documents, folders and metadata based on users and groups. The system should support multiple level access rights like (Delete or Edit or View or Print or Copy or download) These users would be responsible for backup management and fine

tuning of the system for optimum performance. After implementation, this user shall be the contact point for the Bidder to intimate issues in the system or request for updates or any other kind of system maintenance. The system administrator shall also assist the supervisory user for generating reports

- c. **Normal Users** – These users would generally request for the access of the files or documents or artefacts. The system should log their request entries & other metadata.
- iii. All options and functionalities available in application should be in English & Hindi(Unicode).
- iv. The selected bidder will be required to submit the list of computer and other peripherals along with specifications required for the smooth functioning of Modern Record Room. The specification should not be restrictive and should be such that are readily available in market and easily procurable from GeM.
- v. The Service Provider's software should be capable of providing online web-based access of their system to the Bureau for making request for retrieval of Documents through this system.
- vi. The Bureau will be open to any up gradation or improvement in the system or processes which will Management at its sole discretion.
- vii. The Service Provider is required to provide the Department wise reports as per Bureau's requirement and periodicity to the designated departments.
  - a. Total number and details of the cartons with size containing records of the Bureau being stored at Record Room.
  - b. Total number and details of the Bureau's cartons or records retrieved (delivered) during a period.
  - c. Total number and details of the Bureau's cartons or records returned by the Bureau.
  - d. Total number and details of the Bureau's cartons or records destroyed.
  - e. Department wise total number and details of files.

- viii. The contractor must ensure 99% uptime during office hours of the equipment during the warranty period. The System Integrator must ensure that the maximum response time for an on-site service call is three hours and fixing of the problem should be made within 48 hours.
- ix. **Any delay that exceeds 48 hours will result in the extension of maintenance or warranty period by one-week for each delay of 24 hours.**
- x. **Further, a daily penalty @0.05% of the cost of the concerned item or equipment would be charged against it that would be chargeable from the Bank Guarantee amount.**

#### **4.1.3.4 ANNUAL MAINTENANCE CONTRACT**

The Contractor has to provide a Comprehensive Annual Maintenance Contract (CAMC) of the software for the period of one year at free of cost. The time period of CAMC will start after the successful installation of all the items. The CAMC will include compactors, computer, bar code scanner, scanner and all other accessories etc.

#### **4.1.4 INSTALLATION OF COMPACTORS**

- i. The Contractors should install Mechanized Drive Type compactors of reputed brands in this field. The Contractor has to assess the size of compactor which can be installed in Record Room and number of files which can be stored in the compactor. The compactor supplied by buyer should have BIFMA certification, AIOTA etc. and same will be submitted as and when demanded by Bureau.
- ii. The Contractor has to work out the number of compactors required to be installed in record room for the storage of all the files. Two extra compactors are required to be installed for the future requirements.

#### **4.1.5 TRAINING**

The Contractor shall train the department staff in all aspects of management, operation and maintenance of the supplied solution in the following manner.

- i. The Contractor shall provide functional training as well as administrative training to the Bureau HQ. However, the batch size should be limited to a maximum of 20 persons at a time. The maximum number of training program will be 5.



- ii. The training modules pertaining to the DMS software solution shall be the responsibility of the successful DMS application software Contractor. All other modules of the training shall be the responsibility of the Contractor selected for modernization of respective record rooms.
- iii. Before the commencement of the training session, Contractor must prepare a curriculum on the topics that would be covered in the training along with details like duration of each training session, batch size; timings etc. and submit the same to Administration Department of the Bureau, HQ, New Delhi, for approval. The Administration Department may accept or instruct to include additional topics specific to the project such as scanning, tagging and data entry into the Digital Document Management system, Data retrieval, Printouts, providing citizen services etc. if required.
- iv. Separate batches shall be organized by the Bidder according to different user levels, if so required.
- v. The training shall be conducted at each of the Departments with hands-on exposure to various functionalities and operations of the system, if so required and mentioned.
- vi. Administrative training shall include administration and fine tuning of server components, user management and security management.
- vii. For the purpose of training, the Bureau, shall provide only basic infrastructure like space, AV system and basic furniture. All other cost incurred in providing the training including training material, during the training period, travelling to the training site and back, boarding of the trainer etc is to be taken care by the implementation agency or the contractor.
- viii. Every training session should be accompanied by collection of end user or administrator feedback related to usability, scope of work compliance etc. The Contractor has to ensure that all doubts, queries and problems will be sorted out at the time of training session.

#### **4.1.6 SUPPORT AND POST INSTALLATION WARRANTY**

- i. The offer must include comprehensive on-site warranty for period as mentioned above from the date of installation of all the equipment. The contractor will be fully responsible for the manufacturer's warranty irrespective of proper design, quality and workmanship of all equipment, accessories etc.
- ii. During the warranty period the contractor must maintain the equipment and repair or replace all the defective components at the installed sites at no additional charge to the Bureau.
- iii. The contractor should mention in detail their support infrastructure including address, contact phone no., Fax no. and E-mail to the Bureau and

modalities by which fast response to maintenance calls and minimum downtime will be ensured.

- iv. Bidder must have their support services available in India. Stock of spares should be available at any place within the jurisdiction of the Bureau office at Delhi to ensure the uninterrupted functioning of the System.
- v. The contractor must have a toll-free Call Centre number operational during warranty period to lodge service complaints. The contractor must provide three alternate ways of contact like landline, mobile, e-mail for maintenance and breakdown all. There should be single point of contact for warranty support system during entire period of warranty.
- vi. The contractor shall be responsible for any defects that may develop under normal usage arising from faulty materials, design or workmanship in the items supplied.
- vii. The contractor shall remedy such defects at his own cost when called upon to do so by the tendering authority.

## **SCHEDULE – V**

### **5.1 EVALUATION OF BID**

Technical bids received online at the CPP portal website, will be opened online at the time and date specified in the Tender Notice, The Bureau shall open Financial bid, of only those bidders which are qualified in technical evaluation. Date of opening of Financial bids will be intimated on CPP portal website: <https://eprocure.gov.in/eprocure/app.>, bidder are advised to visit this website regularly to keep them updated. The rates quoted by the Bidder in price bid template shall then be read out.

#### **5.1.1 FINANCIAL EVALUATION**

- i. The financial bids will be opened only for the bidders who are qualified in technical evaluation.
- ii. The L-1 bidder will be decided on the basis of overall cost of all the items as quoted in Financial Bid.

#### **5.1.2 LABOUR LAWS AND SAFETY MEASURES**

- i. Contractor shall comply with all the provisions of labour law related legislation acts as enacted by Government from time to time and in case of any prosecution or penalty, they shall be liable for the same.
- ii. Contractor shall be liable for payments of duties viz. P.F etc. including any compensation payable under Workmen Compensation Act. The Bureau shall have no responsibility or financial or other liabilities towards professional employed by contractor. Contractor will take all safety measures or precautions during the work. Any accident due to negligence or any other reason will be to contractor account.

#### **5.1.3 INSURANCE AND MEDICAL**

It is the responsibility of the contractor to insure their staff and equipment against any exigency that may occur at site. Contractor will also take insurance cover for third party liability, which might occur due to damages caused to their manpower, equipment etc. the Bureau shall not be responsible for any such damages. Medical facilities (as per law) for professional including insurance of the professional onsite will be provided by the contractor.

#### **5.1.4 FAILURE & TERMINATION CLAUSE**

- iii. Time and date of delivery and period of execution shall be essence of the contract. If the Contractor fails to deliver the services thereof within the period fixed for such delivery in the schedule or at any time repudiates the contract before the expiry of such periods, the Bureau may without prejudice to any other right or remedy available to him to recover damages for breach of the contract: -
- iv. Recover from the Contractor as liquidated damages which will be charged by way of penalty, as specified in the 3.2.8 of Schedule-III (Penalty Clause).
- v. Cancel the contract or a portion thereof by serving prior notice to the Contractor.
- vi. The Bureau may take a decision to cancel the contract with immediate effect or debar or blacklist the bidder from bidding prospectively for a period of 3 years or as decided by the Bureau or take any other action as deemed necessary.

#### **5.1.5 CONTRACTOR'S CODE OF CONDUCT AND BUSINESS ETHICS**

The Bureau is committed to its 'values & beliefs' and business practices to ensure that Contractor, who provides services, will also comply with these principles.

##### **5.1.5.1 BRIBERY & CORRUPTION**

Contractor are strictly prohibited from directly or indirectly (through intermediates or subcontractors) offering any bribe or undue gratification in any form to any person or entity or indulging in any corrupt practice in order to obtain or retain a business or contract.

##### **5.1.5.2 INTEGRITY, INDEMNITY & LIMITATION**

Contractor shall maintain high degree of integrity during the course of its dealings with business or contractual relationship with the Bureau. If it is discovered at any stage that any business or contract was secured by playing fraud or misrepresentation or suppression of material facts, such contract shall be voidable at the sole option of the Competent Authority of the Bureau. For avoidance of doubts, no rights shall accrue to the Contractor in relation to such business or contract and the Bureau or any entity thereof shall not have or incur any obligation in respect thereof. The Contractor shall indemnify in respect of any loss or damage suffered by the Bureau on account of such fraud, misrepresentation or suspension of material facts. The contractor will be solely responsible for the omission and commission of the employees deployed by them.

## SCHEDULE – VI

### 6.1 ANNEXURES

#### 6.1.1 PRICE SCHEDULE OR FINANCIAL BID

Sl. No.	Description	Unit Rate (INR)	Tax (if applicable)	Total Unit Price (C + D)	No. Of items required*	Total Price (E x F)
A	B	C	D	E	F	G
<b><u>Computer &amp; Peripherals</u></b>						
1	Server Computer					
2	Desktop Computer					
3	All-in-one Laser Printer					
4	Barcode Printer					
5	Barcode Scanner					
6	Digital Copier					
<b><u>Networking Equipment</u></b>						
1	24 port gigabit ethernet switch					
2	Cat6 24 port patch panel					
3	Surface Mount I/O					
4	6U Rack					
<b><u>Power Equipment</u></b>						
1	Online UPS					

<b>2</b>	Line Interactive UPS					
<b>3</b>	Servo Stabilizers					
<b><u>Compactors</u></b>						
<b>1</b>	Modular Compactor Type D2A					
<b>2</b>	Modular Compactor Type D3A					
<b>3</b>	Modular Compactor Type D4A					
<b>4</b>	Additional Twin Mobile Unit for Compactor Type D2A.					
<b>5</b>	Additional Twin Mobile Unit for Compactor Type D3A.					
<b>6</b>	Additional Twin Mobile Unit for Compactor Type D4A.					
<b>7</b>	Slotted Angle Racks					
<b><u>Software</u></b>						
<b>1</b>	Application Software for Indexing, Logging, requesting & retrieval of documents & artefacts.					

<b>2</b>	Anti-virus for server or Anti-spyware for Software					
<b><u>Others</u></b>						
<b>1</b>	All civil work in setting up the Record Room including electrification & Reception Area (Quote per sq. feet rate in column C)					
<b>2</b>	Computer Chair with rollers& other furniture					
<b>3</b>	Fire & Smoke – Detection and Prevention System.					
<b>4</b>	CCTV					
<b>Total Bid Cost in figures**</b>						

\*\* The L-1 will be decided on the basis of total cost of all the above items.

\* The number can increase or decrease based on requirement.

I or We have read the Request for Proposal (RFP) and understood all the terms and conditions for providing manpower services as indicated in the Schedule – II of the Request for Proposal (RFP) (Enter in BOQ).

Signature: \_\_\_\_\_

Date:

Name: \_\_\_\_\_

Address: \_\_\_\_\_



### **6.1.2 CONTRACT FORM AGREEMENT**

THIS AGREEMENT made on this ..... day of .....between  
Ms \_\_\_\_\_ (Name and Address of the Contractor) (hereinafter referred to as the CONTRACTOR, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART and the Bureau of Indian Standards, 9-Bhadurshah Zafar Marg, New Delhi-110002 (hereinafter referred to as the BUREAU, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the OTHER PART.

WHEREAS the Contractor is a firm or company is in business of creating Modern Record Room.

AND WHEREAS the Bureau is a body corporate, enacted by Parliament. The Bureau intends to purchase \_\_\_\_\_ invited bids through Open or Advertised or Limited or Single Tender enquiry dated \_\_\_\_\_

WHEREAS the Contractor submitted his bid vide \_\_\_\_\_ in accordance with the bid document and was selected as 'contractor' pursuant to the bidding process and negotiation on contract prices, awarded the 'Letter of Acceptance' (LoA) No. \_\_\_\_\_ to the Contractor on \_\_\_\_\_.

BOTH THE PARTIES HERETO agree to abide the terms and conditions as mentioned in:

#### **6.1.2.1 OPERATIVE PROVISIONS**

##### **6.1.2.1.1 INTERPRETATION**

- i. In this agreement, unless the context otherwise requires: "FORCE MAJEURE" means, in relation to either party, any circumstances beyond the reasonable control of that party (including without limitation, any strike, lock-out or other form of industrial action) or if either party shall be prevented or substantially hindered in performing its obligations hereunder by any regulations, law, decree, act of state or any other action of Government.
- ii. "INTELLECTUAL PROPERTY" means any patent, copyright, registered design, content, service mark or other industrial or intellectual property rights subsisting in India in respect of the foregoing.

- iii. 'MONTH' means a period of each English calendar month ending on the last day 'ELECTRONIC FORM' Information recorded in a manner that requires a computer or other electronic device to display, interpret, and process it. This includes documents (whether text, image, graphics, spread sheet, videos etc.) generated by a software as well as electronic mail.
- iv. Any reference to this agreement to 'writing' or cognate expressions includes a reference to telex, cable, facsimile transmission, Registered post or comparable means of communications.

#### **6.1.2.1.2 ENGAGEMENT OF CONTRACTOR**

- i. The Bureau hereby engages the Contractor for setting up of Modern Record Room in the Bureau's Premises at its HQ.
- ii. The Contractor undertakes to protect the copyright of the contents provided by the Bureau.
- iii. The work allotted through this Agreement shall be personal to the Contractor. They shall not be entitled to authorize any other person to exercise the same.

#### **6.1.2.1.3 RIGHTS AND DUTIES OF CONTRACTOR**

- i. The Contractor shall Set up the on-site Modern Record Room in Bureau of Indian Standards. They shall cultivate and maintain good relations in accordance with sound commercial principals.
- ii. Subject as provided in this Agreement, the Contractor shall be entitled to perform the duties hereunder in such manner as the Contractor may think fit, keeping in view of the interest of the Bureau.
- iii. The Contractor shall comply with all applicable laws, regulations and conditions from time to time in force which in any way relate to the work agreed through this Agreement.

#### **6.1.2.1.4 RIGHTS AND DUTIES OF THE BUREAU**

- i. The Bureau shall provide relevant information on processes, provide suitable direction, approvals in due course of the project.
- ii. The data generated by the digital tools shall be owned by the Bureau and shall be shared with any outsiders including other government departments only after written permission from the Bureau

#### **6.1.2.2 SCOPE OF WORK**

Please refer to 4.1 of Schedule IV for detailed scope of work.

#### **6.1.2.3 INTELLECTUAL PROPERTY**

- i. The Contractor shall promptly and fully notify the Bureau of any actual or threatened or suspected infringement of any Intellectual Property of the Bureau which comes to the Contractor's notice.
- ii. Nothing in this Agreement shall give the Contractor any rights in respect of any trademarks or service marks used by the Bureau in relation to the work entailed in this Agreement.
- iii. The Contractor shall not without the prior written consent of the Bureau use or permit to be used by any person under its control any Intellectual Property of the Bureau or any Intellectual Property so resembling the Intellectual Property of the Bureau.
- iv. The Contractor shall take all such steps as the Bureau may reasonably require to assist the Bureau in maintaining the validity and enforceability of the Intellectual Property of the Bureau during the continuance of this Agreement.

#### **6.1.2.4 QUALITY REQUIREMENTS**

- i. The Contractor agrees to get all the activities approved, in writing before proceeding with execution. the Bureau agrees to give its approval or non-approval within 3 working days.

#### **6.1.2.5 FORCE MAJEURE**

If at any time during the continuance of the Contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as such acts) provided notice of happening of such event is given by one party to the other within 21 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the contract shall be resumed as soon

as practicable after such event has come to an end or ceased to exist, and the decision of the Director General of the Bureau as to whether the deliveries have been so resumed or not, shall be final and conclusive, PROVIDED FURTHER that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may at its option terminate the contract.

#### **6.1.2.6 COMMENCEMENT OF THE AGREEMENT, EXTENSION AND TERMINATION**

- 1.** The Agreement shall commence from the date it is made and shall continue for a period of six months. The contract shall be valid for a period of six months.
- 2. Termination of Contract by the Bureau** It shall also be lawful for the Bureau to terminate the Agreement at any time without assigning any reason, by giving the Contractor thirty [30] days' notice in writing by the Bureau for such termination. Any such termination shall be without prejudice to any other right of the Bureau under the Contract.

#### **3. Termination of Contract by Contractor**

- a.** If the Contractor decides to terminate the Contract before the end of contract period, the Contractor shall give an advance intimation of at least three [3] months. If the Contractor terminates the contract or Agreement without prior notice of three [3] months, then the entire amount of Performance Security or Performance Bank Guarantee or the performance amount withheld by the Bureau shall be forfeited to the Bureau.
  - b.** In case the contractor terminates the contract in accordance with clause mentioned above (3a), the contractor shall not be entitled to receive any agreed payments upon termination of the contract. However, the Bureau may consider to make payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it, if such part is of economic utility to the Bureau. The payment may be made only for the items for which rates are quoted in bid after deducting the penalty.
- 4. This Agreement may also be terminated by the Bureau forthwith if at any time**
  - a.** Should any part of the Agreement be illegal or unenforceable, the remaining provisions shall so far as they are capable of being performed and observed, shall continue in full force and effect.

- b.** In case of any matter relating to terms and conditions not specified in this Agreement, the same shall be decided by mutual written agreement of the “the Bureau” and the “Contractor”.

#### **6.1.2.7 INDEMNITY**

- i. The Contractor shall be responsible for any injury to the workmen and to persons or things and for all damages to the structural or decorative part of property which may arise from the operations or neglect of himself or any of his employees whether such injury or damage arise from carelessness, accident or any other causes whatsoever in any way connected with carrying out of this contract.
- ii. The Contractor shall indemnify and keep indemnified the Bureau against all losses and claims for injuries or damage to any person or any property whatsoever which may arise out of or in consequence of the Contract and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto under the provisions of various labour laws as amended from time to time.
- iii. The Contractor shall indemnify, protect and save the Bureau against all claims, losses, costs damages, expenses, action suits and other proceeding, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements. The Bureau shall be at liberty and is hereby empowered to deduct the amount of any damages, compensations, costs, charges, and expenses arising or accruing from or in respect of any such claim or damages from any sums due or to become due to the Contractor.
- iv. The contractor appointed shall at all times indemnify and keep indemnified the Bureau against all claims or damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services under this work order.
- v. The contractor shall at all times indemnify and keep indemnified the Bureau against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (Contractor) employees or caused by any action, omission or operation conducted by or on behalf of Contractor.
- vi. The Contractor shall at all times indemnify and keep indemnified the Bureau against any and all claims by employees, workmen, contractors, agent(s) employed engaged or otherwise working for Contractor, in respect of their wages, salaries, remuneration, compensation or the hike.
- vii. All claims regarding indemnity shall survive the termination or expiry of the work order.

#### **6.1.2.8 CONFIDENTIALITY**

The Contractor shall not divulge or disclose proprietary knowledge obtained while delivering Goods and services under this Contract to any person, without the prior written consent of the Bureau.

#### **6.1.2.9 PUBLICITY**

Any publicity by the Contractor in which the name of the Bureau is to be used, should be done only with the prior explicit written permission from the Bureau.

#### **6.1.2.10 DISPUTES & ARBITRATION**

**DISPUTES RESOLUTION** - In case of any dispute that cannot be resolved amicably, the same shall be referred to the sole Arbitrator appointed by Director General, Bureau of Indian Standards, whose decision shall be final and binding upon both the Bureau as well as the Contractor. The provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time, shall be applicable

##### **6.1.2.10.1 MODE OF SERVING NOTICE**

- i. Communications between Parties which are referred to in the Contract are effective only when in writing. A notice shall be effective only when it is delivered (in terms of Indian Contract Act).
- ii. All notices shall be issued by the authorized officer of the Bureau, unless otherwise provided in the Contract. In case, the notice is sent by registered post or speed post to the last known place or abode or business of the Contractor, it shall be deemed to have been served on the date when in the ordinary course of post these would have been served on or delivered to it.

##### **6.1.2.10.2 GOVERNING LANGUAGE**

Governing language for the entire contract and communication thereof shall be Hindi and English only.

##### **6.1.2.10.3 LAW**

The contract shall be governed and interpreted under Indian Laws.

#### **6.1.2.10.4                   LEGAL JURISDICTION**

No suit or other proceedings relating to performance or breach of Contract shall be filed or taken by the Contractor in any Court of law except the competent Courts having jurisdiction within the local limits of New Delhi only.

#### **6.1.2.10.5                   AGREEMENT AND WARRANTY**

- i. Nothing in this Agreement shall create, or be deemed to create, a partnership or the relationship of employer and employee between the parties.
- ii. Each party acknowledges that, in entering into this Agreement, it does not do so on the basis of, and does not rely on, any representations, warranty or other provisions except as expressly provided.
- iii. All the documents like RFP notice, RFP document, and scope of work, eligibility criteria, minutes of pre-bid meeting, clarification, the Conditions of Contract, Letter of Acceptance, any other correspondence exchanged between the parties in connection with the contract, the Contractor's Offer & other terms & conditions mentioned in the RFP forms part of this agreement.
- iv. The Bureau, is at liberty to specify and finalize the Scope of work, Analysis, Review, Payment Terms including penalties, Qualification Criteria, Method of Evaluation and allied requirements, methodology, terms and conditions for inviting this RFP. BOTH THE PARTIES HERETO agree to abide the terms and conditions as mentioned in the Agreement.

#### **6.1.2.11                   DEFINITIONS**

- xii. **"The Bureau"**- Bureau of Indian Standards established under Bureau of Indian Standards Act, 2016.
- xiii. **Bidder** – An eligible entity or firm submitting Proposal or Bid in response to this RFP
- xiv. **Contractor** – Selected Bidder or IT Solution implementing firm under this RFP.
- xv. **'Authorized Officer'** shall mean the Director (Administration) at the Bureau, HQs.
- xvi. **'Competent Authority'** shall mean the Director General of the Bureau.
- xvii. **Bid** – The Bidder's written reply or submission in response to this RFP.
- xviii. **Request for Proposal (RFP)** – The request for proposal (this document) in its entirety, inclusive of any Addenda or corrigendum that may be issued by the Bureau.
- xix. **Solution** – "Solution" means all services, scope of work and deliverables to be provided by the Contractor as described in the RFP and include services ancillary to the development of the solution, such as provision of technical assistance,

training, certifications, auditing and other obligation of the Contractor covered under the RFP.

- xx. **Bill of Quantities** – The bill of quantities (sometimes referred to as 'BoQ' or 'BQ') is a document prepared that provides project specific measured quantities of the items of work identified by specifications in the RFP documentation
- xxi. **Annual Maintenance Contract (AMC)** – It would be the annual cost of maintenance of Software solution or Service.
- xxii. **Portal** – means a solution or website covering all features and functionalities given as Scope of this RFP.

#### **6.1.2.12 PARTIES TO THE CONTRACT**

**6.1.2.12.1** The parties to the contract shall be the contractor, whose offer is accepted by the Bureau; and the Bureau.

**6.1.2.12.2** The person signing the offer or any other document forming the part of contract on behalf of other person shall be deemed to have due authority to bind such person as the case may be, in all matters pertaining to the contract. If it is found that the person concerned has no such authority, the Bureau may, without prejudice to any other civil or criminal remedies, terminate the contract and hold the signatory liable for all costs and damages for such termination.

#### **6.1.2.13 CONTRACT DOCUMENT**

The several Contract documents forming the Contract shall be taken as mutually explained to one party by the other, but in case of ambiguities or discrepancies the same shall be explained and harmonized by the Competent Authority of the Bureau who shall issue to the Contractor necessary instruction thereon and in such event unless otherwise provided in the Contract the priority of the documents forming the contract shall be as follows:

- i. The Agreement (6.1.2 of Schedule – VI)
- ii. Minutes of pre-bid meeting, clarifications, if any
- iii. The Conditions of Contract (CoC)
- iv. Tender Notice and Request for Proposal (RFP)
- v. Letter of Acceptance
- vi. Any other correspondence exchanged between the parties in connection with the contract.

#### **6.1.2.14 PERFORMANCE SECURITY DEPOSIT**



- i. The contractor will have to submit a Performance Security equivalent to 10% of the total contract value as per the contract in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment in an acceptable form; in favour of the Bureau, New Delhi. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor including warranty obligations. The period of maintenance of support will be extended, if the Bureau decides so, for period of one year on file. For the purpose of online payment of Performance Security, the bank details of the Bureau are as follows:
  - Syndicate Bank, Bureau of Indian Standards, 9, Bahadur Shah Zafar Marg, New Delhi.
  - IFSC or NEFT Code: SYNBo009084, Account No.: 90841010000018, PAN No. AAATBo431G, GST No.: 07AAATBo431G1ZD
- ii. The contractor has to renew the bank guarantee on the same terms and conditions for the period up to the contract including extension period, if any.
- iii. Performance Guarantee would be returned only after successful completion of job assigned to them after adjusting or recovering any dues recoverable or payable from or by the Contractor on any account under the contract.

#### **6.1.2.15 PERIOD OF CONTRACT**

The Contractor has to complete the task of setting up of Modern Record Room within the time period of six months from the date of issue of work order or date of handing over of site whichever is later.

#### **6.1.2.16 CONFLICT OF INTEREST**

The Contractor is required to provide professional, objective and impartial advice and at all times hold the Bureau's interest's paramount, strictly avoid conflicts with other assignment or jobs or their own corporate interest and act without any consideration for future work.

Without limitation on the generality of the foregoing, Contractor, and any of their affiliates, shall be considered to have a conflict of interest and shall not be appointed, under any of the circumstances set forth below:

- i. A Contractor or any of its affiliates, engaged to provide consulting assignment or job for this project shall be disqualified from subsequent downstream supply of goods or works or services resulting from or directly related to this project.

- ii. A Contractor including its affiliates shall not be hired for any assignment or job that, by nature, may be in conflict with another assignment or job of the Contractor to be executed for the same or for another Employer.

A Contractor that has a business or family relationship with a member of the Bureau staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bureau throughout the selection process and the execution of the Contract. Contractor have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Bureau, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the Contractor fails to disclose said situations and if the Bureau comes to know about any such situation at any time, it may lead to the disqualification of the Contractor during bidding process or the termination of its contract during execution of the assignment.

#### **6.1.2.17 PAYMENT**

The total cost of the Services payable is set forth as per the contractor proposal to Bureau of Indian Standards (the Bureau).

Payments under this contract shall not exceed the amount specified in Financial Bid. Payments, if any, shall be made subject to deductions of TDS and such other taxes as may be applicable from time to time.

For claiming these payments, the following documents are to be submitted by the bidder:

- i. Invoice
- ii. Proof of payment of statutory benefits such as ESI or PF etc.
- iii. The contractor shall be fully responsible for all claims made by any third party and shall also be responsible for all expenses incurred by the Bureau in any litigation initiated by any third party.

The time schedule will have to be strictly adhered to for commencement and completion of the project. Any delay will not be accepted, and penalties will be levied at the rate specified in the contract.

#### **6.1.2.18 PENALTY**

- i. The detail Agreement (6.1.2 of Schedule-VI) will be signed with the contractor. Any breach in Terms and Conditions of the agreement will lead to penalty and later termination of the contract. All the documents or code or application etc. prepared and developed by the Contractor will be the property of the Bureau. All designs, reports, other documents and software submitted by the bidder pursuant to this work order shall become and remain the property of the Bureau, and the Contractor shall, not later than upon termination or expiration of this work order, deliver all such documents and software to the Bureau, together with a detailed inventory thereof.
- ii. If at any given point of time it is found that the Contractor has made a statement which is factually incorrect or if the Contractor doesn't fulfil any of the contractual obligation, the Bureau may take a decision to cancel the contract with immediate effect. Further, performance security of the contractor may also be forfeited if the performance of the contractor is not satisfactory.
- iii. In case of late services or no services on a specific activity, in which the Contractor fails to deliver the services within the period fixed for such delivery or at any time repudiates the contract, the Contractor shall be liable to pay Liquidated Damages which will be imposed @ 0.25% of per week of the cost of contract value up to maximum of 5% of the contract value for the quarter. The Bureau will have the right to terminate the contract at any time without assigning any reason thereof after giving thirty days' notice.
- iv. The contractor will maintain logs for each of the service provided and shall provide necessary reports which will help in ascertaining the service levels and calculation of Non-performance deduction.
- v. Timely Servicing or rectification of defects during CAMC period: After having been notified of the defects or service requirement during CAMC period, The Contractor has to complete the required Service or Rectification within 7 days' time limit. If the contractor fails to complete service or rectification with defined time limit, a penalty of 0.5% of Unit Price of the product shall be charged as penalty for each week of delay from the contractor. The contractor can deposit the penalty with the Bureau directly else the Bureau shall have a right to recover all such penalty amount from the Performance Security or Performance Bank Guarantee (PBG). Cumulative Penalty cannot exceed more than 10% of the total contract value after which the Bureau shall have the right to get the service or rectification done from alternate sources at the risk and cost of the contractor besides forfeiture of PBG. The contractor shall be liable to reimburse the cost of such service or rectification to the Buyer or Bureau.

#### **6.1.2.19 LABOUR LAWS AND SAFETY MEASURES**

- i. Contractor shall comply with all the provisions of labour law related legislation acts as enacted by Government from time to time and in case of any prosecution or penalty, they shall be liable for the same.

Contractor shall be liable for payments of duties viz. P.F etc. including any compensation payable under Workmen Compensation Act. The Bureau shall have no responsibility or financial or other liabilities towards professional employed by contractor. Contractor will take all safety measures or precautions during the work. Any accident due to negligence or any other reason will be to contractor account.

#### **6.1.2.20 INSURANCE AND MEDICAL**

It is the responsibility of the contractor to insure their staff and equipment against any exigency that may occur at site. Contractor will also take insurance cover for third party liability, which might occur due to damages caused to their manpower, equipment etc. the Bureau shall not be responsible for any such damages. Medical facilities (as per law) for professional including insurance of the professional onsite will be provided by the contractor.

#### **6.1.2.21 FAILURE & TERMINATION CLAUSE**

- i. Time and date of delivery and period of execution shall be essence of the contract. If the Contractor fails to deliver the services thereof within the period fixed for such delivery in the schedule or at any time repudiates the contract before the expiry of such periods, the Bureau may without prejudice to any other right or remedy available to him to recover damages for breach of the contract: -
- ii. Recover from the Contractor as liquidated damages which will be charged by way of penalty, as specified in the 3.2.8 of Schedule-III (Penalty Clause).
- iii. Cancel the contract or a portion thereof by serving prior notice to the Contractor.
- iv. The Bureau may take a decision to cancel the contract with immediate effect or debar or blacklist the bidder from bidding prospectively for a period of 3 years or as decided by the Bureau or take any other action as deemed necessary.

#### **6.1.2.22 CONTRACTOR'S CODE OF CONDUCT AND BUSINESS ETHICS**

The Bureau is committed to its 'values & beliefs' and business practices to ensure that Contractor, who provides services, will also comply with these principles.

#### **6.1.2.22.1 BRIBERY & CORRUPTION**

Contractor are strictly prohibited from directly or indirectly (through intermediates or subcontractors) offering any bribe or undue gratification in any form to any person or entity or indulging in any corrupt practice in order to obtain or retain a business or contract.

#### **6.1.2.22.2 INTEGRITY, INDEMNITY & LIMITATION**

Contractor shall maintain high degree of integrity during the course of its dealings with business or contractual relationship with the Bureau. If it is discovered at any stage that any business or contract was secured by playing fraud or misrepresentation or suppression of material facts, such contract shall be voidable at the sole option of the Competent Authority of the Bureau. For avoidance of doubts, no rights shall accrue to the Contractor in relation to such business or contract and the Bureau or any entity thereof shall not have or incur any obligation in respect thereof. The Contractor shall indemnify in respect of any loss or damage suffered by the Bureau on account of such fraud, misrepresentation or suspension of material facts. The contractor will be solely responsible for the omission and commission of the employees deployed by them.

Signature of Authorised Representative of the Contractor Name: Designation: Address: Seal of the firm or Company	Signature of Authorised Officer of the Bureau of Indian Standards Name: Designation Address: Seal of the Bureau of Indian Standards
Witness:  Signature: Name of witness: Address:	Witness:  Signature: Name of witness: Address:
Witness:  Signature: Name of witness: Address:	Witness:  Signature: Name of witness: Address:

**Witness:**

\_\_\_\_\_

(Signature)

Name of Witness\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

**Witness:**

\_\_\_\_\_

(Signature)

Name of Witness\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

### **6.1.3 TENDER ACCEPTANCE LETTER**

**(To be given on Company Letter Head)**

Date:

To,

The Director (Administration)  
Bureau of Indian Standards,  
Manak Bhawan, 9, Bahadur Shah Zafar Marg,  
New Delhi-110002

Subject: Acceptance of Terms & Conditions of Tender

Tender Reference No.: \_\_\_\_\_

NAME OF TENDER or WORK: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I or We have downloaded or obtained the Request for Proposal (RFP) for the above mentioned 'Tender or Work' from the web site(s) namely: -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

as per your advertisement, given in the above-mentioned website

2. I or We hereby certify that I or We have read entire terms and conditions of the Request for Proposal (RFP) from Page No. (including all documents like annexure), schedule(s), etc.), which form part of the Contract Agreement and I or We shall abide hereby the terms or conditions or clauses contained therein.
3. The corrigendum(s) issued from time to time by your department or organization too have also been taken into consideration, while submitting this acceptance letter.
4. I or We hereby unconditionally accept the tender conditions of above-mentioned Request for Proposal (RFP) or corrigendum(s) in totality or entirely.
5. In case any provisions of this tender are found violated, your department or organization shall be at liberty to reject this tender or bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim or right

against department in satisfaction of this condition.

Yours faithfully

(Signature of the Bidder, with Official Seal)



#### 6.1.4 FORM OF BANK GUARANTEE BOND

1. In consideration of Bureau of Indian Standards (hereinafter called 'The BUREAU') having agreed to exempt \_\_\_\_\_ (hereinafter called "the said Contractor) from the demand under the terms and conditions of an Agreement dated \_\_\_\_\_ made between \_\_\_\_\_ and \_\_\_\_\_ for \_\_\_\_\_ (hereinafter called "the said Agreement of security deposit for the due fulfilment by the said Contractor of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only) we, \_\_\_\_\_ (hereinafter referred to as (indicate the name of the bank) 'the bank') at the request of M/s. \_\_\_\_\_ (Contractor) do hereby undertake to pay the Bureau an amount not exceeding Rs. \_\_\_\_\_ against any loss or demand caused to or suffered or would be caused to or suffered by the Bureau by reason of any breach by the said Contractor of any of the terms or conditions contained in the said Agreement.

2. We \_\_\_\_\_ do hereby (indicate the name of the bank) undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Bureau of Indian Standards stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Bureau by reason of breach by the said Contractor of any of the terms or conditions contained in the said Agreement or by reasons of the Contractor failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_.

3. We, undertake to pay to the Bureau any money so demanded notwithstanding any dispute or disputes raised by the Contractor in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor shall have no claim against us for making such payment.

4. We, \_\_\_\_\_ further agree that the Guarantee (indicate the name of Bank) herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Bureau under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the authorized officer of the Bureau (General Administration Department) certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor and accordingly of the said Agreement have been fully and properly carried out by the said Contractor and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the \_\_\_\_\_ we shall be discharged from all liability under this guarantee thereafter.

5. We \_\_\_\_\_ further agree with the Bureau that (indicate the name of Bank) the Bureau shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time to performance by the said Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Bureau against the said Contractor and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor or for any forbearance, act or commission on the part of the Bureau or any indulgence by the Bureau to the said Contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

7. We, \_\_\_\_\_ lastly undertake not to revoke this (indicate the name of bank) guarantee during its currency except with the previous consent of the Bureau in writing.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2020

For .....  
(indicate the name of bank)

**6.1.5 DECLARATION       REGARDING       BLACK-LISTING       OR  
LITIGATIONS**

I or We hereby declare that I or We have never been blacklisted by any Ministry or Department of Central Government or State Government or PSU or other bodies under the Central Government or State Government. I or We further declare that no criminal case is registered or pending against me anywhere in India.

Dated on the \_\_\_\_\_ day of \_\_\_\_\_ 2020

**Signature of Bidder** \_\_\_\_\_

Name & Address of Bidder \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seal of the Bidder

### **6.1.6 DECLARATION FOR ABIDING BY THE CODE OF INTEGRITY IN PUBLIC PROCUREMENT**

I or We hereby declare that I or We will abide by the Code of Integrity for Public Procurement (CIPP) as envisaged and prescribed in General Financial Rules, 2017.

I or We hereby further declare that in case of any transgression of this code, my or our name shall not only be liable to be removed from consideration for the present RFP and from the list of registered contractors or contractors or consultants or service providers (if already registered), but I or We will be liable for other punitive actions such as cancellation of contracts, banning and blacklisting or action in Competition Commission of India as provided in the GFR, 2017.

Date the ..... day of ..... 2020

**Signature of Bidder**\_\_\_\_\_

Name & Address of Bidder\_\_\_\_\_

\_\_\_\_\_

Seal of the Firm or Company

### **6.1.7 INTEGRITY PACT GUIDELINES**

**"The Bureau"** And **"The Contractor"** hereby agree not to indulge in any corrupt practices including without limitation any activity or action to influence the transaction on any aspect of contract and commit to take all measures necessary to prevent corruption maintaining complete transparency and fairness in all activities related to the Bureau. Users agree to follow and adhere with the Integrity Pact guidelines as under:

#### **Preamble**

The Bureau values full compliance with all relevant laws of the land, regulations, economic use of resources and of fairness or transparency in its relations with its Contractor (s).

#### **Section 1- commitments of the Bureau.**

1. The Bureau commits itself to take all measures necessary to prevent corruption and to observe the following principles:
  - a. No employee of the Bureau, personally or through family members, will in connection with the bid for, or the execution of a person, any material or immaterial benefit which the person is not legally entitled to.
  - b. The Bureau will during the bid process treat all bidders with equity and reason. The Bureau will in particular, before and during the bid process, provide to all Contractor(s) the same information and will not provide to any Contractor(s) confidential or additional information through which the Contractor(s) could obtain an advantage in relation to the process or the contract execution.
  - c. The Bureau will exclude from the process all known prejudiced persons.
2. If the Bureau obtains information on the conduct of any of its employees which is a criminal offence under the IPC or PC Act, or if there be a substantive suspicion in this regard, the Bureau will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

## **Section 2- Commitments of the Contractor(s)**

1. The Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the bid process and during the contract execution.
  - a. The Contractor(s) will not, directly or through any other persons or firm, offer promise or give to any of the Bureau's employees involved in the bid process or the execution of the contract or to any third person any material or other benefit which he or she is not legally entitled to, in order to obtain in exchange any advantage before or during the execution of the contract.
  - b. The Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - c. The Contractor(s) will not commit any offence under the relevant IPC or PC Act; further the Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Bureau as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. The Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
2. The Contractor(s) (s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

## **Section 3: Disqualification from bid process and exclusion from future contracts**

If the Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 of clause 6.1.7 above or in any other form such as to put his reliability or credibility in question, the Bureau is entitled to disqualify the

Contractor(s) from the bid process or take action as per the procedure mentioned in the "Incident Management Policy" available on GeM portal.

#### **Section 4: Compensation for Damages**

1. If the Bureau has disqualified the Contractor(s) from the bid process prior to the award according to Section 3 of clause 6.1.7 above, the Bureau is entitled to demand and recover the damages equivalent to Earnest Money Deposit or Bid Security.
2. If the Bureau has terminated the contract according to Section 3 of clause 6.1.7 above, or if the Bureau is entitled to terminate the contract according to Section 3 of clause 6.1.7 above, the Bureau shall be entitled to demand and recover from the Contractor damages of the amount equivalent to Performance Bank Guarantee.

#### **Section 5: Previous Transgression**

- I. The Contractor declares that no previous transgressions occurred in the last five years with any Government Organization that could justify his exclusion from the bid process.
- II. If the Contractor makes incorrect statement on this subject, he can be disqualified from the bid process and action can be taken as per the procedure mentioned in "Incident Management Policy."

**6.1.8 DECLARATION REGARDING NOT INVOLVING IN ANY  
CRIMINAL OFFENCE BY ANY COURT OF LAW**

I or We hereby declare that our firm or agency has not been found guilty of any criminal offence by any Court of Law.

Date the ..... day of ..... 20...

**Signature of Bidder**\_\_\_\_\_

Name & Address of Bidder\_\_\_\_\_

\_\_\_\_\_

Seal of the Firm or Company



### **6.1.9 CERTIFICATE – MALICIOUS CODE**

1. This is to certify that the Hardware and the Software being offered, as part of the contract, does not contain Embedded Malicious code that would activate procedures to:
  - a. Inhibit the desires and designed function of the equipment
  - b. Cause physical damage to the user or equipment during the exploitation
  - c. Tap information resident or transient in the equipment or network
2. The firm will be considered to be in breach of the procurement contract, in case physical damage, loss of information or infringements related to copyright and Intellectual Property Right (IPRs) are caused due to activation of any such malicious code in embedded software

Date the ..... day of ..... 20...

**Signature of Bidder**\_\_\_\_\_

Name & Address of Bidder\_\_\_\_\_

\_\_\_\_\_

Seal of the Firm or Company

**6.1.10 TECHNICAL BID FORMAT**

Particulars	Filled by Bidder	
1. Name of the Bidder		
2. Whether brief profile of the contractor is enclosed (Max 2-3 pages)		
3. Address of the Bidder	Tel.	Fax.
4. Year of establishment		
5. Type of Organisation (Proprietorship or Public Sector Unit or LLP or Private Limited or Public Limited) (Attach MSES certificate if relevant)		
6. Registration Details: PAN No. (Copy to be enclosed)		
7. GST (Copy to be enclosed)		
8. The bidder must have experience in successfully executed or completed at least one Modern Record Room of similar size & volume, during the last three years in India (preferably of similar nature as required under this bid) of similar scale in last three years. (Project value to be indicated).  The project must include at least the following services  (i) Infrastructure deployment (Servers, Desktop, LAN, Printer, Scanner etc.) (ii) Scanning or Digitalization services of at least 50 Lakh pages (iii) Application Software development or customization (iv) Maintenance of server or Data centre (v) Site preparation and installation of IT & non-IT Infrastructure at least 20 offices		

<b>Particulars</b>	<b>Filled by Bidder</b>
<p>9. The bidder must have minimum average turnover of Rs. one crore in last three financial years ending on 31<sup>st</sup> March 2020.</p> <p>In case of Start-ups registered with DPIIT or Micro &amp; Small Enterprises, the minimum average turnover shall be Rs. 50 lakhs in last three financial years.</p>	
<p>10. Declaration regarding blacklisting (Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner or partners anywhere in India (If no, attach an undertaking to this effect on letter head) <b>(6.1.5 of Schedule-VI)</b>).</p>	
<p>11. Declaration regarding not involving in criminal offence <b>(6.1.8 of Schedule-VI)</b></p>	
<p>12. Code of Integrity in Public Procurement (CIPP) <b>(6.1.6 of Schedule-VI)</b></p>	
<p>13. Integrity Pact <b>(6.1.7 of Schedule-VI)</b></p>	
<p>14. Malicious Code Certificate <b>(6.1.9 of Schedule-VI)</b></p>	
<p>15. Details of EMD (Registered MSES exempted)</p>	
<p>(i) Amount</p>	
<p>(ii) Draft No</p>	
<p>(iii) Date</p>	
<p>(iv) Issuing Bank</p>	
<p>16. Whether terms and conditions mentioned in the RFP document are acceptable (say 'Yes' or 'No') &amp; if yes, please enclose the self-declaration of acceptance on letter head <b>(6.1.3 of Schedule-VI)</b>.</p>	

Particulars	Filled by Bidder			
17. Name, Designation and address of the officer to whom all references shall be made regarding this RFP.	Tel:	Mobile:	Fax:	Email:

Apart from above all requisite papers mentioned in the Request for Proposal (RFP) are also enclosed.

Authorized Signature (in full and in initials)  
Name and Address and Title of the Signatory

Date

## **6.1.11 EVALUATION CRITERIA (TECHNICAL)**

### **6.1.11.1 EVALUATION OF BID**

Technical bids received online at the CPP portal website, will be opened online at the time and date specified in the Tender Notice, The Bureau shall open Financial bid, of only those bidders which are qualified in technical evaluation. Date of opening of Financial bids will be intimated on CPP portal website: <https://eprocure.gov.in/eprocure/app>., bidder are advised to visit this website regularly to keep them updated. The rates quoted by the Bidder in price bid template shall then be read out.

### **6.1.11.2 FINANCIAL EVALUATION**

- i. The financial bids will be opened only for the bidders who are qualified in technical evaluation.
- ii. The L-1 bidder will be decided on the basis of over all cost of all the items as quoted in Financial Bid.

## **6.1.12 COMPLIANCE MATRIX**

For each work defined under the scope at 4.1 of Schedule-IV of this document, solution to be offered by the Bidders should comply with all minimum specifications given the tables below. Proposals not complying with any of the item shall be rejected. The tables given below have to be filled up and attached with the technical proposal. Compliances to be verified and added as per BOM, any deviation shall not be accepted.

### **6.1.12.1 CIVIL WORK**

<b>Sr. No.</b>	<b>Minimum Specification</b>	<b>Complied (Yes or No)</b>
1	Wall finishing, Acrylic Plastic Emulsion Painting with even shade over primer coating for all vertical plain surface, removing old flooring and flooring with new vitrified tiles of minimum size 2' x 2' with proper skirting on walls, color washing and any other civil work to make the interior aesthetically good.	

### **6.1.12.2 ALUMINIUM OR GLASS PARTITIONING**

<b>Sr. No.</b>	<b>Minimum Specification</b>	<b>Complied (Yes or No)</b>
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1	<p>Providing &amp; Fixing anodized aluminium work for doors with handle and partition with glass panes of 5.0 mm thickness and 12 mm thickness pre-laminated three layer medium density (exterior grade) particle board, hinges etc. as per the requirements.</p> <p>Fixing PVS or Neoprene gasket etc. and brass or stainless steel screws etc. wherever required.</p> <p>Fixing double action hydraulic floor spring for aluminium door embedding in floor and cover plate etc.</p> <p>*This list of item is indicative, however, any additional items, if, required to setup the modern record room are also to be provided.</p>	
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#### 6.1.12.3 PLASTIC FALSE CEILING

Sr. No.	Minimum Specification	Complied (Yes or No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
1.	<p><b>Plastic false ceiling using aluminium. Tee or Angle</b></p> <p>Providing and fixing of suspended false ceiling in the grid of 600 x 600 mm or 600 x 600 to 900 x 900 mm using aluminium tees with interlock system of main tee, cross tee and wall angel ( size of tee and angle approx. 25 mm x 25 mm x 0.5 mm or equivalent) etc. complete with G.I. adjustable suspends skeleton. Ceiling tiles made from multi chamber hollow PVC section having an overall cross section of using 200 x 20 x 1 mm section</p>	
	<b>Brand - Companies of high reput.</b>	

#### 6.1.12.4 FURNITURE

Sr. No.	Minimum Specification	Complied (Yes or No)
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1	<p><b>Workstation for Administrative Officer:</b></p> <p>Supplying and fixing standard workstation of panel based system in various combinations as per layout drawings comprising of following items:</p> <ul style="list-style-type: none"> <li>i. Range of thickness of main spine will be 50 to 70 mm, partition with 1200mm height.</li> <li>ii. Provision for Electricals will be given at main spin two levels below or above the worktop or skirting level.</li> <li>iii. Supplying and fixing standard Cabin table of</li> <li>iv. MAIN TABLE SIZE - 1800MM x 900MM,</li> <li>v. SIDE TABLE SIZE - 900MM x 450MM.</li> <li>vi. The worktop will be in two piece made up of pre-laminated particle board.</li> <li>vii. The worktop shall be made of 25mm thick pre-laminated particle board with 2 mm thick hot melt PVC edge banding</li> </ul>	<p>&lt;Write Yes or No for all rows&gt;</p>
2	<p>Supplying and fixing standard workstation panel-based system comprising of following items:</p> <ul style="list-style-type: none"> <li>i. Main spine of 50 to 70 mm thick, partition with 1200mm height</li> <li>ii. Provision for Electricals will be given at main spin two levels below or above the worktop or skirting level.</li> <li>iii. The worktop shall be made of 25mm thick pre-laminated particle board with 2 mm thick hot melt PVC edge banding of approved colour.</li> <li>iv. Finishes considered: Above worktop Pinup, Marker per person &amp; below worktop Laminate to be considered.</li> </ul>	
3	<p>Each workstation having one mobile pedestal [400(W)x 450(D) x 680(H)] below the worktop with one drawer and one file cabinet with telescopic channels for easy use with perfectly smooth and silent with center locking.</p>	

4	Workstations shall have keyboard trays, drawers, cabinets with drawer slides, One CPU trolley with wheels	
5	1200 mm high, 50 to 70 mm thick, partition panels of approved design with concealed wiring facility, above the top partition with fabric and switch plate mounted on partition above the top, workstation with fabric, white board as per-approved design, edge trims, side panels etc. all complete.	
6	Each workstation having one mobile pedestal [400(W)x 450(D) x 680(H)] below the worktop with one drawer and one file cabinet with telescopic channels for easy use with perfectly smooth and silent with centre locking.	
7	Chairs suitable for using computers with 360 deg revolving type with a max of 15 deg back tilt, Tilt tension adjustment, Pneumatic or Hydraulic height adjustment with height adjustable armrests,	
8	Pedestal assembly should have 5 nos. castors wheels with trouble-free movement and should be scratch resistant.	
9	Storage cupboards with 18mm thick MDF pre- laminated particle board with 2 hinged shutters.	
10	Partitioning for server area should have a height of at least 7 feet with top area covered. It should have a door of 3' wide with access control installed.	
11	The public waiting area should have Metal Perforated 3-seater grouped set with Ergonomic, Epoxy-polyester coated and adjustable glide screw under leg support for floor levelling	
12	All chairs should be by IS or ISO 9001:2008, 14001:2004, OHSAS 18001:2007 Certified company or firm.	
13	5-year Warranty or AMC all the above items	
	Brand –Company of high repute.	



**6.1.12.5 ELECTRICAL WORK**

<b>Sr. No.</b>	<b>Minimum Specification</b>	<b>Complied (Yes or No)</b>
1	<p>Proper earthing as per norms (like use of salt, coal, copper plate etc.)</p> <p>Proper distribution Board with required rating MCBs</p> <p>Copper wiring for entire setup (As per requirements)</p> <p>Wiring inside PVC conduit (As per requirements)</p> <p>Separate wiring for UPS based and non-UPS based equipment's (As per requirements)</p> <p>Power Socket for Air-Conditioners (2T)</p> <p>Sufficient power points (6/16 Amp) for Server, Computer, Printer, Switch, CCTV and allied IT equipment's etc.</p> <p>Sufficient power points (5 Amp) for Fan, Tube Light and other fixtures etc. (Approx. 20)</p> <p>LED Light with fittings for adequate lighting</p> <p>Ceiling Fan (with regulator)</p> <p>*This list of item is indicative, however, any additional items if required to run the modern record room are also to be provided based on-site visit.</p>	
	<b>Brand - Companies of high reput</b>	

**6.1.12.6 REPELLENT SYSTEM FOR MODERN RECORD ROOM**

<b>Sr. No.</b>	<b>Minimum Specification</b>	<b>Complied (Yes or No)</b>
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Rat repellent system should be installed in record room as well as IT Service area	

4	Treatments for Pests and Insects should be carried out at least once in every 4 months for a period of 5 years in record room as well as IT Service area	
5	Insects attracting light-based insect's management system should be installed inside the record room as well as IT service area	
6	The system shall be designed such that it does not kill the rodents and rats inside the facility and shall prevent short circuit taking place due to the same	
7	5-year manufacturer's warranty for equipment's supplied. Treatment should be carried out onsite at least once in every 4 months for a period of 5 years	
	<b>Brand - Companies of high reput e having good after sales &amp; service network</b>	

#### 6.1.12.7 SMOKE & FIRE DETECTION SYSTEM

Sr. No.	Minimum Specification	Complied (Yes or No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Automatic detection of fire	
4	Inert Gas based Automatic Fire Suppression System	
5	Compliant with National and Local specifications	
6	Each set mentioned in the financial bid format should serve a floor area of minimum 1000 sq. ft. or part thereof.	
7	5 years on-site warranty	
	<b>Brand - Company of high reput e.</b>	

### 6.1.12.8 MODULAR COMPACTORS

Sr. No	Minimum Specification	Complied (Yes or No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3.	<p>It shall consist storage units 450 +/- 10 mm deep – fixed or movable – bolted to Undercarriage which rolls onto the channels, which, shall firmly embedded to the ground. The configurations shall be – 1,2,3, &amp;4 Bay. (Bay denotes side by side unit placements in a block) Each of above configurations shall have following type of blocks –</p> <ol style="list-style-type: none"> <li>1. Single Static (SS)</li> <li>2. Single Last (SL)</li> <li>3. Twin Mobile (TM) – 2 body back to back.</li> </ol>	
4	<p>The System has been made from high quality steel of furniture grade as per IS513 for CRCA and IS 10748 for HRCA from Reputed Steel manufactures like TATA or ESSAR. Relevant test certificates will be submitted at the time of supply of material BEARING: Bearing from manufactures NBC, NTN or equivalent with corresponding test certificate only be used.</p> <p>CHAIN: Diamond or Roll-on or equivalent chain of reputed brand to be used only.</p>	
5	<p>Main Body Construction shall be Rigid Knock Down construction made out of 0.8mm thk. CRCA Steel conforming to IS: 513 Gr.D. Each body block (SS/SL/TM) building shall consist of 1 Main unit &amp; then Add-on units (1,2,3 -depending on no. of bays 2, 3, &amp; 4). Each unit shall have 5 loading levels formed by 4 nos. adjustable shelves. Body units shall be bolted to undercarriage. Optimizer Height from ground shall be Minimum 2080 mm (1980 body + 65 undercarriage + 35 channel system). Finish of the bodies including shelves shall be given antirust surface treatment &amp; shall be powder coated with epoxy polyester powder. It shall</p>	

	<p>involve 8 step treatments consisting of Hot water rinse, Knock of degreasing, Cold water rinse, phosphating, cold water rinse, and passivation &amp; dry off oven treatment. Final finish shall consist epoxy polyester power coating of approved colour&amp; shade with a Dry film thickness of Minimum 40 microns. The testing of paint shall be done for various physical &amp; chemical properties as IS:101. The material shall be then oven baked with a controlled temperature of 180 deg. C to 200 Deg.C</p>	
6	<p>Shelf shall be made of 0.8 thk CRCA steel conforming to IS: 513 Gr.D or DD. Its max load bearing capacity shall be 75 +/- 5 Kg uniformly distributed for single body per shelf &amp; 40 Kg uniformly distributed for twin mobile body per shelf. Shelves shall be mounted on support chip or brackets &amp; shelf level can be adjusted at approx. 25.4 pitches. There shall be 4 adjustable shelves per body giving 5 loading levels. Shelf Depth shall be 415 +/- 10 mm.</p>	
7	<p>The Undercarriage construction shall be a welded frame made of HR sheet 3.15 mm thk conforming to IS:10748 suitably fabricated to take the loads based on configuration. External Load carrying capacity per under structure shall be</p> <p>DRIVE TYPE (Configuration - TYPE D2, D3) - 1200 Kg. Maximum.</p> <p>DRIVE TYPE (Configuration – Type D4) – 1600 Kg Maximum.</p> <p>The undercarriage finish, after pre-treatment, shall be coated with final finish consisting of epoxy polyester powder coat of approved color &amp; shade with a Dry Film Thickness of minimum 40 microns. The movement of units shall be achieved mechanically through a round or star shaped Drive wheel (PVC or Steel or pu material)) and second stage ‘Sprocket-Chain- Tensioner’ arrangement mounted rigidly onto body side.</p>	

8	The drive arrangement shall be covered by a 1 mm thick. HR sheet Cover shall be fixed onto the body side occupying additional space of 74.5 +/- 10mm. The Drive wheel shall be rigidly fixed at suitable height on body side & projects out of cover panel. Fixed unit also shall have Cover but without drive wheel.	
	stoppers shall be provided at the end of channels to prevent derailment. The nuts & bolts shall be galvanized or blackodized or Zn Plated. Prior to the embedding of the guide channels with the help of raul plug & screw, the ground shall have to be in properly levelled condition. Label Holder shall be made from 2 mm thick clear transparent Acrylic sheet & having outer dimension of 155 mm X 106 mm.	
10	5 years on-site warranty or AMC	
11	Assured Green business, IS/ISO or ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007 Certified.	
	Brand –Company of high reput.	

#### 6.1.12.9 MODULAR SLOTTED ANGLE RACK

Sr. No.	Minimum Specification	Complied (Yes or No)
1	Slotted steel angles for supports and steel sheets for laying the hard copy records	<Write Yes or No for all rows>
2	Should be made of steel sheets conforming to IS:1079/ IS 5115/ IS 1076	
3	Angles and sheets conform to IS: 8081 manufacturing standards	
4	All surfaces of the racks shall be powder coated (with thickness of minimum 40microns) with uniform colour on all steel surfaces with air drying synthetic enamel paint	
5	5 years on-site warranty or AMC	
	Brand –Company of high reput.	

**6.1.12.10 ONLINE UPS WITH BATTERY**

<b>Sr. No.</b>	<b>Minimum Specification</b>	<b>Complied (Yes or No)</b>
1	Make <Specify the Make here (Specify for both UPS and Battery)>	<Write Yes or No for all rows>
2	Model <Specify the Model here (Specify for both UPS and Battery)>	
3	5 KVA Online UPS with One hour battery backup, suitable for Single Phase Input and output, housed with rugged enclosure and free from defects, Internal or external UL 1449 certified transit voltage surgery suppressor at input or output of UPS, Rectifier and inverter both with Microprocessor processing Digital design, Double conversion true On-Line UPS, Input Voltage 160-260 V, 50 Hz +/- 3 Hz. , Output 220-240 V with charging current, AC Pure Sine Wave, Overall Efficiency Min. 90%, LCD display form Battery Load, Mains, charging and discharging, low battery voltage, Input & Output Voltage, Operation Mode, Bypass facility available, Out frequency shall be same as that of mains frequency, Protections form over voltage, short circuit, over load , under voltage at battery terminal, over suit and under suit, <4% of rated voltage duration of 40 m sec. SMF Battery 8000 VAH or Higher OEM should be ISO 9001 and 14001 certified CE SMF Battery 32000 VAH or Higher OEM should be ISO 9001 and 14001 certified with rack for batteries of reputed Make. NABL Acierated ETDC or ERTL & CE test report as per above specifications should be submitted.	
4	5 years onsite warranty for UPS and 5-year manufacturer's warranty for batteries	
	Brand - Company of high reputa having good after sales &service network	

**6.1.12.11 BARCODE READER**

<b>Sr. No.</b>	<b>Minimum Specification</b>	<b>Complied (Yes or No)</b>
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Hand Held Type with trigger to switch on the light source, Liner Imager, Light Source 610-640 nm visible red LED with focus light bar, scan 300 read or Sec or above, Working distance 12" on 100 % upc 15% reflective diff., Tilted +- 45 Degree, Pich +- 65 Degree, skew +- 60 Degree, Beep and LED indicator, connectivity using USB interface power, Print Contrast 25%	
4	Should support OS Windows 7 Professional or higher	
5	Should operate on 220-250Volts, 50-60Hz power supply	
6	Compatible with the Document Management System Software supplied	
7	Complied to IEC60825-1, FCC Class B and EMC Class B or equivalent	
8	5 years manufacturer's warranty	
	<b>Brand - Companies of high reput e having good after sales &amp; service network</b>	

**6.1.12.12 BARCODEPRINTER & BAR-CODING**

<b>Sr. No.</b>	<b>Minimum Specification</b>	<b>Complied (Yes or No)</b>
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	

3	Should be of thermal printing technology (Direct Thermal [LP] or Thermal Transfer [TLP]), speed 4.0 or above, Connectivity using USB connecting Interface, printing 105 mm x 1000 mm or more, should support OS Windows 7 Professional or higher, Compatible with the Document Management System Software supplied. Roll type paper for printing up to 90mm wide or better with capacity internal 125 mm , external 200 mm , RAM 4 MB or more , SDRAM 8 MB or more, Printed barcode should be verified to a minimum 2.5 (C) grade, Complied to ISO/IEC 15416 or equivalent, Sensor Moveable & reflective Sensor	
4	5-year manufacturer's warranty	
	<b>Brand - Companies of high reput e having good after sales &amp; service network</b>	

#### 6.1.12.13 LOCAL AREA NETWORK (CABLING ETC.)

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	<p>CAT6 23AWG copper with pair separator Cable-with UL Certified, I/O with spring loaded shutter jack with single gang square plate 86mm x 86mm with icon tree and screw hole cover, Jack Panel made of Cold Rolled Steel (CRS) loaded with spring loaded shutter inside the jack individually for 100% dust free environment with rear cable manager, CAT6 LSZH (Low Smoke Zero Halogen)</p> <p>In addition to this PVC conduit or casing or capping with, accessories, any other required components such as labels, ferrules etc., and all associated civil works at the site.</p>	



	<b>Patch Cord 1 Meter</b> Patch Cords (24 AWG stranded bare copper conductor) should include slim anti-snag slip on transparent boots. All UTP component should be the same OEM and The OEM should be ISO 9001:2000 & QS: 9000 C certified	
	<b>Patch Cord 3 Meter</b> Patch Cords (24 AWG stranded bare copper conductor) should include slim anti-snag slip on transparent boots. All UTP component should be the same OEM and The OEM should be ISO 9001:20015 certified	
<b>2</b>	<b>5 years on-site warranty</b>	
	<b>Brand - Companies of high reput e having good after sales &amp; service network</b>	

#### 6.1.12.14 CCTV CAMERAS

<b>Sr. No.</b>	<b>Minimum Specification</b>	<b>Complied (Yes or No)</b>
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
1	<b>Dome Camera -</b> 1/3 " Progressive Scan CMOS, Effective Pixels, 1280 x 720 (V) Minimal illumination L 0.01 lux @ (F 1.2 AGC ON), 0 lux with IR, Up to 20 m IR Range, Ture Day or Night, DNR outdoor, 3.6 mm fixed lens 12 VDC, Smart IR. Outdoor IP66 weatherproof, light sensor, Monitor sensor with battery Backup facility.	
2	<b>8 Channel DVR or More</b> 8 HD -TV Analog self-adaptive interfaces input , H.264 & Dual stream video compression, Full channel @ 720 P resolution real time recording, support up to 8 Ch. Synchronous playback at 1080 P resolution, 8-Ch video & 1 Channel audio input, 2 SATA interfaces 1920 x 1080 P: 12 fps/Ch , 1280 x 720 P, 25(P) / 30(N) fpx/Ch. 100/1000 M self-adaptive ethernet interface case, With LED Monitor for display, 1 tb or more HDD for storage and Remote ACCESS Port for further extension	

	<b>Brand - company of high reput</b>	
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#### 6.1.12.15 PORT MANAGEABLE SWITCH

<b>Sr. No.</b>	<b>Minimum Specification</b>	<b>Complied (Yes or No)</b>
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	<p>24 Ports having 10/100/1000 Mbps, RJ-45 MDI-X ports, 2-port 10G SFP, Single Mode 1000BaseX (SX) module port (inbuilt), Bidder shall provide 1000 BaseX Port for connectivity to multimode Fibre Optic Cable, 8.8 Gbps back plane+ support, forwarding rate 3.6Mbps or higher, Full duplex capability.</p> <p>All Interfaces Should provide wire speed forwarding for both fibre and copper modules, should support separate static IP routing from day1, switch needs to be console port for administration and management.</p>	
4	<p>Management capability</p> <p>SNMP, TELNET, RMON</p>	
5	VLAN Maximum 64port based	
6	<p>Standards</p> <p>IEEE802.3u(100Base Fast Ethernet),</p> <p>IEEE802.3(10BaseT Ethernet),</p> <p>IEEE802.3z(Gigabit Ethernet),</p> <p>IEEE802.1D,IEEE802.3x,</p> <p>IEEE802.1P/Q (Tagged VLAN)</p>	
7	System must support stacking & and must be configurable on rack. All accessories and hardware necessary for configuration on rack must be supplied	
8	5 -years on-site Warranty with 99% uptime Commitment	
	Brand –Company of high reput.	

#### **6.1.12.16 PRE – BID QUERY FORMAT**

**Ref: Tender Notification no <xxx> dated <dd or mm or yyyy>**

Name of the Bidder: .....

Contact Number and Address of the Bidder: .....

<b>Sl.No.</b>	<b>Section Number</b>	<b>Clause Number</b>	<b>Page Number</b>	<b>Query</b>	<b>Remarks</b>