



केन्द्रीय कर के प्रधान आयुक्त का कार्यालय  
OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX,  
विशाखापट्टणम केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय  
VISAKHAPATNAM CENTRAL GST COMMISSIONERATE,  
पत्तन क्षेत्र, विशाखापट्टणम-35  
Port Area, Visakhapatnam-35



C.No.I/22/08/2020-Admn

Dated: 19.10.2020

**NOTICE INVITING E-TENDER TOWARDS SCANNING AND DIGITIZATION OF FILES FOR E-OFFICE IMPLEMENTATION IN THE OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX, VISAKHAPATNAM CGST COMMISSIONERATE**

1. Online tenders are invited through <https://eprocure.gov.in/eprocure/app> (CPP Portal) for Service Providers for the award of Scanning and Digitization of files in view of implementation of E-Office in the Office of the Principal Commissioner of Central Tax, Visakhapatnam CGST Commissionerate, GST Bhavan, Port Area, Visakhapatnam - 530035.
2. Interested company/firm/agency may download the tender documents from CBIC Website [www.cbic.gov.in](http://www.cbic.gov.in) and also from Visakhapatnam CGST Commissionerate Website [www.cenexgstvizag1.gov.in](http://www.cenexgstvizag1.gov.in).
3. Preference will be accorded to those Service Providers, who have sufficient experience in the field of Scanning and Digitization in various Government Departments, Public Sector Undertakings and Government Autonomous Organizations.
4. **Bid Submission:** Bids shall be submitted online only through CPP Portal i.e. <https://eprocure.gov.in/eprocure/app> with all the requisite documents with digital signature. The bid documents duly signed may be scanned and uploaded on the CPP Portal. Bidders/Contractors are advised to follow the "Instructions for online Bid submission" provided in the Annexure-I to VII for online submission of bids. **Bids submitted by Courier/Post/in-person shall not be accepted in this tender.**
5. The tender shall be submitted online in two parts viz (i) **Technical Bid** and (ii) **Financial/Price Bid**.
6. Bidders who have downloaded the tender documents from the CPP Portal shall not tamper/modify the tender form including downloaded price bid template in any manner. In case, if the same is found tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned. All the pages of bid being submitted must be signed by bidder/authorized representative and upload the same on CPP Portal.
7. The Principal Commissioner of Central Tax, Visakhapatnam CGST Commissionerate, Visakhapatnam reserves the right to reject all / part or any of the quotations without assigning any reason thereof. No correspondence in this regard will be entertained.
8. **Earnest Money Deposit.** EMD of **Rs. 15,000/- (Rupees One Thousand only)** per application in the form of Demand Draft in favor of **"Pay and Accounts Officer, CBEC,**

**Visakhapatnam**” shall be forwarded to O/o the Principal Commissioner of Central Tax, Visakhapatnam CGST Commissionerate, GST Bhavan, Port Area, Visakhapatnam–530035 after submitting the bids through CPP Portal. Technical bids/Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexures are found to be incorrect or false during the tender selection process. Exemption for payment of EMD may be allowed wherever applicable. No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be returned on furnishing **“Performance Guarantee”** as detailed below.

9. **Performance Guarantee:** The Successful bidder has to submit a Performance Guarantee either by way of Fixed Deposit or Bank Guarantee of **Rs.25,000/-** within three days from the award of contract. It should remain valid for a period of minimum 01 year from the date of completion of all contractual obligations. No interest will be paid on this deposit.

10. For any query/ clarifications, Superintendent (Admin), Visakhapatnam CGST Commissionerate, GST Bhavan, Port Area, Visakhapatnam-530035 may be contacted at the Phone No. 0891-2853111/2504411 or e-mail [www//spadmn-gstvskp@gov.in](mailto:www//spadmn-gstvskp@gov.in).

11. **Bids submitted in any other means i.e by Courier/Post/in-person shall not be accepted to participate in the tender process.**

12. The last date for submission of e-tenders for Scanning and Digitization for this office is **16.11.2020** at **1000** hrs. Technical Bids will be opened on **17.11.2019** at **1000** hrs. Financial Bids will be opened only for the qualified Technical Bids.

13. The details of work specifications, terms & conditions are outlined in the Annexures I to VII to the e-tender notice.

Sd/--

(V Prakash Babu)  
Assistant Commissioner (Admin)

**Eligibility criteria for bidding for Scanning and Digitization of files;**

1. The service providers should have been in existence for not less than 02 years in the trade of Scanning and Digitization.
2. The service providers must have previous experience of Scanning and Digitization in Govt, organization/ PSU/ Reputed Private Ltd Company.
3. The service providers should provide testimonials of experience of providing services to any Govt, organization/ PSU/ Reputed Private Ltd Company.
4. Scanning and Digitization of the files has to be done in the office location only as mentioned in the tender. Under no circumstances files will be allowed to taken out from the office premises. The Company may take a note of the same before filling the Tender.
5. The copies of registration of the firms with other government departments viz. GST Registration, PAN No. VAT No., Trade License etc. should be provided.
6. Failure to submit any of the documental evidence for Registrations, Experience etc. as above shall result in disqualification of the bidder at the Technical Stage itself.
7. A copy of terms and conditions duly signed and stamped by the bidder, as a token of acceptance of the same should be attached along with the tender.
8. The Service Provider shall carryout the work in a manner as to cause minimum disturbance to the surrounding of the GST Bhavan and other organizations. He shall be responsible for any damage to the equipment or structures, injury to the personnel during the progress of the work and he shall be liable to pay compensation in respect of such damages /injuries.
9. The Company/Agency/Firm should have their office at **Visakhapatnam** and submit proof in this regard like Telephone Bill/Electricity Bill/Rental Deed in their name.
10. The competent authority on behalf of the President of India does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
11. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.
12. The Competent Authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.
13. The payment shall be made through e-payment only and hence, the service provider should provide the details of Bank Account held by them.

**A. Conditions Governing Scanning and Digitization service;**

1. The service provider shall be responsible for the Scanning and Digitization of files and in case of any technical issue arising with the scanned files are to be attended free of charge up to two years from the date of completion of the job.
2. The service provider shall complete the task in 180 days maximum which may be extended up to 60 days by this office in case of any satisfactory reason.
3. The service provider shall raise an invoice in triplicate on monthly/bi-monthly basis after the completion of the task for initiating payment based on the no. of pages scanned and digitized as per the specifications of e-office for the rate which has been quoted and approved in this financial bid.
4. The documents are to be scanned as per the requirements of e-office implementation which shall be validated by the Superintendent (Systems) upon whose satisfaction the no. of pages scanned would be counted for billing.
5. The documents scanned if found not in compliance with e-office application requirements, shall be re-scanned with no extra charge and the same should be completed within the time specified in the contract agreement.
6. The Principal Commissioner of Central Tax, Visakhapatnam CGST Commissionerate, reserves the right to terminate the contract at any time during the job if the Scanning and Digitization of files is found not up to the mark.

**B. Details of job to be carried out;**

SI. No.	Type of Job/ Requirements	No. of pages
1	Scanning and digitization of Documents	5,00,000 pages approx.

1. Each Section shall decide list of files and provide the files which need to be digitized by way of scanning of noting portion and correspondence portion of the file.
2. The output i.e Scanned and Combined note-sheet pages/ correspondence pages of a file have to be given in searchable PDF format as per requirement of E-Office module. Any query with regard to scanning specifications etc., can be clarified from the Superintendent (Systems).
3. The scanned document has to be stored File wise/Section wise, in a master computer and a copy of each section data has to be stored in a good quality portable external hard disk/USB drive with appropriate storage capacity and should be handed over to the Section Head of the concerned section under acknowledgement.

4. Record of number of pages scanned & digitized as per point 4 of Section A in Annexure II for each section should be maintained by the vendor and should be certified by respective Section Head.
5. All necessary arrangement for infrastructure and manpower required for providing service has to be done by the vendor themselves. The vendor should have at least 02 Nos. high speed, high definition/resolution and high performance page scanners capable of scanning 4000-5000 pages with ease per day.
6. The vendor shall provide all infrastructures including desktops, UPS, scanners and other equipment, all software and manpower as per requirement to carry out the work ensuring no discontinuity during the daily job process once the work is commenced as per the contract. This office shall provide only the space, electricity and basic fixtures.
7. The vendor shall take back all their equipment utilized for the job process upon completion and shall ensure complete deletion of data on equipment. The vendor should follow all safety regulations and prevent damage to the documents in any manner.

**METHOD OF APPLICATION:**

- (i) If the applicant is an individual, the application shall be signed by him above his full type-written name and current address.
- (ii) If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full type written name and the full name of his firm with its current address.
- (iii) If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full type written names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of the partnership deed and current addresses of all the partners of the firm should accompany the application.
- (iv) If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

**TERMINATION:** In this connection the decision of the Principal Commissioner of Central Tax, Visakhapatnam CGST Commissionerate shall be final and binding on the Company/Agency/Firm. The O/o the Principal Commissioner of Central Tax, Visakhapatnam CGST Commissionerate may, without prejudice for breach of any of the terms and conditions of the tender, 10 days after written notice of default sent to the Company/Agency/Firm, terminate this contract in whole or in parts for the following reasons.

- (i) If the work of the contractor is found unsatisfactory during the currency of this contract.
- (ii) If he/they fails to perform any other obligation or,
- (ii) If he/they, in either of the above circumstances, does not rectify his/their failure within a period of 10 days or longer period as specified by the office of the Principal Commissioner of Central Tax, Visakhapatnam CGST Commissionerate after receipt of default notice.

**ARBITRATION /SETTLEMENT OF DISPUTE:**

**(a) Mutual settlement of dispute.** Except as otherwise provided for in the contract, all questions and dispute relating to any matter directly or indirectly connected with this agreement shall in the first place be resolved through mutual discussion , negotiation, deliberations and consultations between both the parties

**(b) Conciliation.**

- (ii) The conciliator shall make the settlement agreement after the parties reach agreement and shall give an authenticated copy thereof to each of the parties.
- (iii) The settlement agreement shall be final and binding on the parties. The settlement agreement shall have the same status and effect of an arbitration award.

**(c) Arbitration.** If the efforts to resolve all or any of the disputes through conciliation fail, such disputes shall be referred to the sole arbitrator to be appointed by the office of the Principal Commissioner of Central Tax, Visakhapatnam CGST Commissionerate.

**(d) General.** Subject to afore stated conditions, the provision of the Arbitration and conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the conciliation and arbitration proceedings under this clause.

**Jurisdiction.** The contract shall in all respect be construed and operative in conformity with the Indian Law and be subject to the jurisdiction of Visakhapatnam Court (India).

**Force Majeure.** Force majeure shall mean unforeseeable cause beyond the control and without the fault or negligence, including but not restricted to act of God or caused by war, civil commotion, riots, mobilization, flood, epidemics, quarantine restrictions, freight embargoes and obstructions of navigation at port of exit or entry or acts of Governments.

We agree to the above mentioned terms and conditions

Signature with date \_\_\_\_\_

Name of the Company/Firm/Agency \_\_\_\_\_

**Seal**

TECHNICAL BIDPre-qualification technical requirements for award of contract for Scanning and Digitization

1.	Name of Company/Firm/Agency	
2.	Name(s) of Proprietors/Directors/Partnership	
3.	Registered Address with Proof	
4.	Telephone No. Mobile No. E-mail (if any)	
5.	Whether Company/Agency/Firm is registered in GST (Submit Proof)	
6.	Registration No of the Firm (Submit Proof)	
7.	PAN of the Firm (Submit Proof)	
8.	Length of Experience in the field (Minimum three Years)	
9.	Experience (last 3 years) Organization to whom similar services have been provided by the Company/Agency/Firm during the last three years along with documentary proof of execution and completion of such works	
10.	List of clients indicating quantum of work executed with them along with Total turnover (Submit Proof)	
11.	Whether Company/Agency/Firm has ISO Certificate <b>Yes/No (Attach Proof).</b>	
12.	Company/Agency/Firm/ Individual to undertake maintenance work to submit documentary proof evidencing technical qualification to repair/maintenance of Air Conditioners.	
13.	Earnest Money Deposit	DD No. Date

**Declaration** I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case any deviation is found in the above statement at any state, I/We will be blacklisted and will not qualify to have any dealing with the Department in future.

Note: Attach attested photocopies  
Of all the above documents

Signature with date  
Firm Seal



**FINANCIAL BID**

**Financial Bid for award of contract for Scanning and Digitization**

1.	Name of Company/Firm/Agency	
2.	Name(s) of Proprietors/Directors/Partnership	
3..	Telephone No. Mobile No. E-mail (if any)	

**Financial Bid details:**

**(Note: Rate to be quoted per page basis only including all the operational costs)**

<b>S. No</b>	<b>Job Description</b>	<b>Rate Per page</b>
1	Scanning and Digitization	

Signature of the Authorized Signatory with date

Firm Seal

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

**Date:**

To,

The Principal Commissioner of Central Tax  
Visakhapatnam CGST Commissionerate  
GST Bhavan, Port Area  
Visakhapatnam – 530 035

Sir/Madam

**Sub: Acceptance of Terms & Conditions of Tender for Scanning and Digitization of documents for e-office implementation.**

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**Tender Reference No: C.No.I/22/08/2020-Admn dated .10.2020**

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**Instructions for 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>.

**1. REGISTRATION**

(i) Bidders are required to enroll 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 Enrollment**” 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 / nCode / 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 / password and the password of the DSC / e-Token.

**2. SEARCHING FOR TENDER DOCUMENTS**

(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 / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

(iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **3. PREPARATION OF BIDS**

- (a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- (b) Please go through the tender advertisement and the tender document 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.
- (c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- (d) 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.

### **4. SUBMISSION OF BIDS**

- (a) 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.
- (b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (c) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- (d) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/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.
- (e) 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 tender document, 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 and complete the white colored (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.
- (f) 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.

(g) 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/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

(h) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

(j) 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.

(k) 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.

## **5. ASSISTANCE TO BIDDERS**

(i) Any queries relating to the tender document 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.