



National Insurance Company Limited

Head Office, Information Technology Department
3, Middleton Street, Post Box No. 9229, Kolkata 700071
Tel: 2283 1739 Fax: 2283 1740

ONLINE TENDER INVITATION FOR PROCUREMENT OF CONTRACT FOR SCANNING OF DOCUMENTS/IMAGES AND UPLOADING AND RESTORING AS SCANNED IMAGE AND METADATA TO THE SERVER/STORAGE TO BE PROVIDED BY NIC

Last date of Submission: 27/07/2023 (Thursday) by 1:00 pm

Tender Opening: 27/07/2023 (Thursday) 3:00 pm

Tender Reference:

1. **Requirement:** Procurement of Contract for Scanning of documents, Unbinding/ Bindings of documents and Uploading and restoring documents as scanned image and metadata to the Server/Storage to be provided by NIC.

Commercial Bid: Annexure-A

Address for communication and dropping Hard Copy:

Mr. J K Roy,
Deputy General Manager,
National Insurance Company Limited,
IT Department, Head Office,
3, Middleton Street, Kolkata – 700071.

Tender Document can be downloaded from <https://nationalinsurance.nic.co.in>, ITJ portal, GEM Portal and CPPP portal from 06/07/2023



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1. National Insurance Co. Ltd., hereinafter called 'NIC', invites bids from eligible vendors for procurement of Contract for Scanning of documents/images and Uploading and restoring the scanned images/metadata to the Server/Storage to be provided by NIC.
2. The vendor shall be responsible for providing all types of services as mentioned in Tender document and Scope of Work.

Details are as follows:

- The offer shall be given in a sealed Covers, by marking “**Quotation for procurement of Contract for Scanning of documents/images and Uploading and restoring scanned images/metadata**”.
- The documents should be signed by the authorized official of the vendor.
- It will be a single packet bid.
- Commercial Bid will be considered only when the Eligibility criteria (Refer Point no.1 of Terms and Conditions) is met or else commercial bid shall not be considered.
- Any bid incomplete in any respect will not be considered and shall be rejected.

TERMS AND CONDITIONS OF THE TENDER

1. Technical Eligibility Criteria:

- a) The bidder must be empanelled vendor of NIC HO for small IT purchases.
- b) The bidder must have an office in Kolkata.
- c) The scanning should be done through Color Scanner and the scanned output should be of very high quality, acceptable readability, reasonable accuracy, consistent in term of tone and color reproduction.
- d) The scanner output should have minimum of 200 dpi.
- e) Basic image enhancement, De-skew, De-Speckle Cropping & hole removal etc., to be carried out on all images for optimum image clarity without compromising the quality of text, photographs etc.
- f) The selected Vendor will capture data (text, photographs etc.) from the documents as provided by the Pension Department of NIC and create PDF images. The final scanned copy in PDF should be legible, with completeness, image quality (tonality and color), and the ability to reproduce pages in their correct (original) sequence.
- g) Vendor will develop the structured PDF file along with embedded metadata by tagging them.
- h) The digitized images to be converted to searchable PDF format. The layout of the page should be retained.



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- i) Selected Vendor will ensure data integrity. No page/part of documents will be left unscanned. The vendor will recoup the missing pages/parts, if any, at its own cost. In other words, the vendor will ensure that the entire document from the cover page to the last page is captured.
- j) A file-naming scheme database - should be established prior to capture. The same will be provided by the Pension Department of NIC.
- k) The vendor has to submit the declaration of Conflict of interest as per **Annexure B** at the time of submission of the Bid.
- l) The vendor has to submit the declaration on Data security and non-misuse of data in their Letter Head with sign and seal by the authorized official of the vendor.
- m) Vendor needs to submit EMD of Rs. 30,000/- while submitting the bid in favor of NIC in the form of DD/NEFT mentioned Bank Account:

Name as per Bank Account : National Insurance
Company Limited Bank Account Number: 6762010554
Type of Account : Current Account
Name of the Bank : Indian Bank
Name of the Branch : Russell Street, Kolkata
– 700071 MICR Number of the Branch 700019018
IFSC No. of the Branch : IDIB000R024

- Non-furnishing of Earnest Money Deposit along with the bid will disqualify the Bidder and his bids will not be entertained.
- The EMD amount submitted by the bidder will be returned without any interest to unsuccessful bidders after issuance of purchase order to the successful bidder.
- For the successful Bidder the EMD amount, without any interest, will be refunded on completion of contract period. This RFP Document is not transferable.

Please note that Bidder has to submit bids in both online and offline mode. Non-submission of any one, may result to the rejection of entire bid.

- n) Bidder needs to submit the documentary evidence for all the points mentioned above i.e. from Point 'a' to point 'm' of technical eligibility criteria. Non submission of the same may result to the cancellation of entire bid.



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Note: SSI Units registered with NSIC and MSME can avail the following benefit on submission of relevant certificate:

Exemption from payment of EMD (Earnest Money Deposit) and Tender Fee.

Note: Only Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by department of Micro, Small and Medium Enterprises (MSME) are exempt from submission of EMD (Bid Security) and tender fees. Bidders claiming exemption of EMD under this rule (170 of GFR) are however required to submit a signed Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of 12 months from being eligible to submit bids. Non submission against the same at Pre-qualification stage, will disqualify the bidder. Certificate needs to be produced.

2. Scope of work :

1. Scanning of 16000 pension files with 30-35 Pages (both sides) per file approx.
2. Merging of new documents in existing files by scanning in searchable pdf format and uploading the same in the file already created.
3. Delivery timeline for scanning the above documents: 60 days from date of Purchase Order.
4. Scanned documents to be stored in separate folders with different kinds of searching mechanism for searching the pensioner's details from the **files/metadata**.
5. Documents to be scanned are in A4 size in searchable pdf format.
6. Data needs to be stored in server/storage which will be provided by NIC. Vendor needs to take responsibility to restore the data as and when required.
7. During contract period, vendor will have to scan additional documents and restore the same as and when provided by NIC.
8. NIC will provide 3 nos. of systems, office space and power. However, Scanner and manpower needs to be provided by bidder.



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3. Payment Terms: After completion of the entire job with satisfaction of NIC as per PO and upon submission of invoice NIC will make Payment on arrears basis through NEFT/RTGS. No advance payment will be made by NIC.

4. Others:

- a) The offer must be made in Indian Rupees only, all costs should be given in figures and words. No upward revision of price will be acceptable even if any changes or fluctuation in rupee dollar rates.
- b) The bids will be opened through GeM Portal at 3:00 pm on 27th July 2023.
- c) Price for the items shall be quoted as per the Annexure-A.
- d) Documentary proofs regarding eligibility criteria (Refer Point 1) must be enclosed or else bid shall be rejected.

Note: Tender should be submitted in GeM portal by 27/07/2023 1:00 pm, If not submitted online, bids will be rejected.

(Authorized Signatory)

- Whether Eligibility criteria as per Point no.1 of Terms and Conditions is met? (YES/NO)
- All the required documents related to Eligibility Criteria is submitted? (YES/NO)

Authorized Signatory

Name & Designation

Stamp:



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Commercial Bid (Annexure-A)

Quotation for procurement of Contract for Scanning of documents/images and Uploading and restoring the scanned image and metadata to the Server/Storage to be provided by NIC					
Item Description	Quantity	Unit Price Per Page	Total Price (Exclusive of taxes)	GST % Amt.	Total Price (Inclusive of taxes)
Scanning of documents and Uploading and restoring as scanned image and metadata	1. Scanning of 16000 pension files with 35-50 Pages per file approx. (In Bulk).	₹	₹	₹	₹
	2. Scanning of minimum 50 pension files per month with 30-35 Pages per file approx.	₹	₹	₹	₹
Total Price In Rupees (Inclusive of taxes)		₹	₹	₹	₹

NOTE:

1. Commercial Bid will be opened only when the eligibility criteria (Refer Point no.1 of Terms and Conditions) is met and complied with, or else the commercial bid will not be considered.
2. Taxes will be paid extra as per rates at the time of billing.
3. Rate validity shall be for a period of 2 years.
4. Price discovered through GEM portal would be considered as final price.
5. NIC reserves the right to accept/reject any or all the offers without assigning any reason whatsoever.

Authorized Signatory

Name:

Designation:

Stamp:



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Annexure-B

Self-Declaration (To be signed on Bidder's Company Letter-Head)

Re: Declaration regarding Conflict of Interest (COI) in Public Procurement

We, hereby declare that the participation by our bidding firm (Bidder's Name) or any of our affiliates are neither involved in the consultancy contract to which this procurement is linked; nor we are part of more than one bid in the procurement; nor our bidding firm or our organization personnel have relationships or financial or business transactions with any official of Procuring Entity i.e. M/s National Insurance Company Limited who are directly or indirectly related to tender or execution process of contract; nor have access to information of (procuring entity name) to gain unfair advantage in the procurement process. We, also confirm that:

1. We, (Bidder's Name) or our constituent do not have common controlling shareholding or other ownership interest
2. Any constituent of us (Bidder's Name) is not a constituent of another bidder.
3. We, (Bidder's Name) do not have the same legal representation with any other bidder for the purpose of the bid.
4. We, (Bidder's Name) do not have any relationship with any other bidder that puts us in a position to allow access to each other's information or to influence the bid of any other bidder.
5. We, (Bidder's Name) have not participated in preparation of any document, design or technical specification for the project.

(Signed & Stamped from Bidder)