



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/3244053  
Dated/दिनांक : 17-03-2023

### Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण                                                                                            |                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bid End Date/Time/बिड बंद होने की तारीख/समय                                                                      | 01-04-2023 09:00:00                                                                                                                                                                                                                                              |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय                                                                     | 01-04-2023 09:30:00                                                                                                                                                                                                                                              |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)                                        | 75 (Days)                                                                                                                                                                                                                                                        |
| Ministry/State Name/मंत्रालय/राज्य का नाम                                                                        | Ministry Of Finance                                                                                                                                                                                                                                              |
| Department Name/विभाग का नाम                                                                                     | Department Of Economic Affairs                                                                                                                                                                                                                                   |
| Organisation Name/संगठन का नाम                                                                                   | Security Printing And Minting Corporation Of India Limited (spmci)                                                                                                                                                                                               |
| Office Name/कार्यालय का नाम                                                                                      | Janpath                                                                                                                                                                                                                                                          |
| Item Category/मद केटेगरी                                                                                         | Scanning and Digitisation Service (Version 2) - 600; A4 and legal                                                                                                                                                                                                |
| Contract Period                                                                                                  | 3 Month(s)                                                                                                                                                                                                                                                       |
| Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)    | 12 Lakh (s)                                                                                                                                                                                                                                                      |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष | 1 Year (s)                                                                                                                                                                                                                                                       |
| MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover                                 | Yes                                                                                                                                                                                                                                                              |
| Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover                         | Yes                                                                                                                                                                                                                                                              |
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़                                                     | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया                                                               | No                                                                                                                                                                                                                                                               |
| Type of Bid/बिड का प्रकार                                                                                        | Two Packet Bid                                                                                                                                                                                                                                                   |

**Bid Details/बिड विवरण**

|                                                                                                                                         |                             |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b> | 2 Days                      |
| <b>Evaluation Method/मूल्यांकन पद्धति</b>                                                                                               | Total value wise evaluation |

**EMD Detail/ईएमडी विवरण**

|                             |               |
|-----------------------------|---------------|
| Advisory Bank/एडवाइजरी बैंक | Indusind bank |
| EMD Amount/ईएमडी राशि       | 55200         |

**ePBG Detail/ईपीबीजी विवरण**

|                                                                      |               |
|----------------------------------------------------------------------|---------------|
| Advisory Bank                                                        | Indusind bank |
| ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)                              | 3.00          |
| Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने). | 4             |

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

CHIEF GENERAL MANAGER

Currency Note Press, A unit of Security Printing and Minting Corporation India Limited, Nashik Road, Nashik, Maharashtra

(Chief General Manager)

**Splitting/विभाजन**

Bid splitting not applied.

**MII Compliance**

|                |     |
|----------------|-----|
| MII Compliance | Yes |
|----------------|-----|

**MSE Purchase Preference/एमएसई खरीद वरीयता**

|                                           |     |
|-------------------------------------------|-----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | Yes |
|-------------------------------------------|-----|

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

#### **Additional Qualification/Data Required**

**Please add additional scope of work:**[1678449739.pdf](#)

#### **Scanning And Digitisation Service (Version 2) - 600; A4 And Legal ( 200000 )**

#### **Technical Specifications/तकनीकी विशिष्टियाँ**

| <b>Specification</b>                        | <b>Values</b>   |
|---------------------------------------------|-----------------|
| <b>Core</b>                                 |                 |
| Scanning Resolution (dpi)                   | 600             |
| Document Size                               | A4 and legal    |
| Document Age (In Years)                     | 26 to 50        |
| Metadata Field (per image/page)             | 1 to 10         |
| Colour Type                                 | Black and White |
| Speed of Scanning (Number of Pages Per Day) | 20001 to 50000  |
| <b>Addon(s)</b>                             |                 |

**Additional Specification Documents/अतिरिक्त विशिष्ट दस्तावेज़****Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता                                                  | Total number of images(page s) scanned and digitized | Additional Requirement |
|----------------|---------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------|------------------------|
| 1              | Ashok Ramdas Varma                                      | 422101,Currency Note Press, Nashik Road Nashik , Maharashtra | 2000000                                              | N/A                    |

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें****1. Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

CURRENCY NOTE PRESS  
payable at  
NASHIK

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

**2. Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of

CURRENCY NOTE PRESS, A UNIT OF SPMCIL  
payable at  
NASHIK

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

**3. Forms of EMD and PBG**

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

CURRENCY NOTE PRESS, A UNIT OF SPMCIL  
Account No.  
201003551111  
IFSC Code  
INDB0001451  
Bank Name  
INDUSIND BANK  
Branch address  
ASHOKA MARG, NASHIK

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-

line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

#### 4. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

#### 5. **Generic**

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

#### 6. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

CURRENCY NOTE PRESS

payable at  
NASHIK

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

#### 7. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

CURRENCY NOTE PRESS, A UNIT OF SPMCIL

Account No.  
201003551111

IFSC Code  
INDB0001451

Bank Name  
INDUSIND BANK

Branch address  
ASHOKA MARG, NASHIK

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

#### 8. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

##### **A) Scope of work**

1. We invite service providers for digitization of records for better controlling and record management, which are about 40 to 50 years old.

2. Service Provider will perform all the pre scanning activities which may include (but not limited to) collection of documents, removal of unwanted dust, removal of tags, pins, threads, rubber bands, application of curative techniques to biologically infected or otherwise damaged documents etc., sorting and numbering of pages in the document file in correct order.

3. The documents would be handed over in lots as agreed mutually between the Service Provider and the Buyer. The Service Provider shall provide acknowledgement of number of documents and number of pages in each document received.

ed from the Buyer. Number of documents/ pages in a file shall be checked in presence of the representative of the Buyer.

4. The Service Provider will maintain a record of the document details in a log register while collecting these documents.

5. Service Provider shall maintain and return the documents in their original form to the Buyer. Document shall be handled with extreme care so that their chronology is not disturbed. For example, Multi-page documents that must be kept together (e.g., a letter with an attachment).

6. Service Provider shall be responsible for any damage caused by them during the process of scanning and digitization of records and ensure that all such records are repaired at their own cost and information is retrieved. In case such retrieval of data or repair of record is not feasible the Service Provider will compensate for the same by making payment to the Buyer towards the value of the damaged or lost data/document/record as valued by the Buyer.

7. Scanning resolution shall 200/300/400/600 dpi, raw master image uncompressed and clean master image loss less compression shall be in file format PDF.

8. The scanned documents shall be converted into any of the standard file formats such as PDF or other standard formats as per the requirement of the Buyer. All the pages of a single file must be stitched together to generate an exact replica of the physical file. The stitched document should be represented in a PDF format or any other standard format as per user requirement.

9. The Service Provider will be responsible for quality assurance and will go through all documents to see if they are complete and legible. The Service Provider will undertake Quality Assurance processes for all aspects of processing and post-processing of records including image capture, indexing, storage and retrieval. The Service Provider's staff will perform quality control to ensure that each page is fully rendered, properly aligned, and free of aliasing/ distortions. Inspection and quality control data shall always be recorded on the worksheet accompanying each volume. When necessary (e.g., poor image capture of an illustration), the staff will re-scan from the original text and insert the image(s) into the proper image file sequence. Service Provider shall employ automated quality analysis mechanism to ensure 100% percent quality check.

10. Metadata should be exported in Xlsx, csv, etc format with other details of the PDF file as and when required.

11. All the pages in a document including blank pages (only when such blank pages are numbered in the file/document) shall be scanned to produce exact replica of the original document. No page shall be scanned more than once. The Service Provider will deploy its own human resources for all the above-mentioned activities. The Service Provider will deploy adequately skilled manpower resources to complete the job within the specified time and of specified quality

12. Nomenclature of the digitized file should be in accordance with the e-Gov standard and should be discussed with the End User Department.

13. Service Provider will create metadata fields required for indexing as per the requirement of the Buyer. Scanned documents / images stored in digital form shall be indexed in the metadata fields using manual entry. Service Provider will establish procedure for checking the accuracy of indexing and making necessary corrections as accurate indexing is required for efficient retrieval of digital doc

uments from digital storage media. Once all documents are verified and pass Service Provider's quality assurance phase, they will be stored on final digital media of the user's preference, complete with their indexes. At the end of the process all paper documents will be returned in their original form to the concerned department.

14. The service provider shall depute their skilled staff, hardware (storage, computer, etc.) and software (document cleaning, indexing of record system, scanning and retrieval application) required for digitalization of service book, personal file and control record.

15. The service provider shall process the scan books, registers, files etc. for cleaning of black background and dark spots, any unwanted image. The scan document should be clear, readable and visible.

16. During the digitalization period the firm shall use their own storage device and hardware. The service provider shall handover the same storage device to buyer.

17. The bidder shall provide the data retrieval application for searching of digitalize data with export facility.

18. Document Size: A1, A2, A3, A4, A5, Legal, Register .... (Various Size)

19. Interested bidder can visit the site & see the document size and quality of paper for their better understanding

**Terms and conditions:-**

- i) Total number of pages to be scan 20,00,000/- (pprox..)
- ii) Delivery period: 60 days
- iii) Payment Schedule: payment will be done as per number of pages scan , subject to max of 20,00,000 scan pages apporx. And on completion of work and suitability, Non discloser agreement for above work should be signed by service provider.

**B) MINIMUM ELIGIBILITY CRITERIA**

01. Experience and past performance:

The bidder should have experience of having successfully completed similar kind of services for the value at least of Rs. 11,04,000/- in any one of the last five years ending on 31.03.2022

02. Capacity and Capability:

The bidder must have capability to provide the relevant services.

03. Financial Standing:

(a) Average Annual Turnover of the Bidder firm during last three years i.e. 2019-2020, 2020-2021 & 2021-2022 should be more than Rs. 11,04,000/-.

(b) Bidder firm should not have suffered any financial loss for more than one year during the last three financial years i.e. 2019-2020, 2020-2021 & 2021-2022.

(c) The net worth of the firm should not be negative & not have eroded by more than 30% in the last three financial years i.e. 2019-2020, 2020-2021 & 2021-2022.

04. The bidders shall enclose attested copy of GST Registration Certificate (in REG 06 format) & attested copy of PAN Card.

Note:

i) In support of above clause no. (1) the bidders should strictly produce copies of purchase orders, experience certificates, Job completion certificates of customer as a documentary evidence.

ii) In support of above clause no. (3) the bidders should produce copies of Chartered Accountant / Cost Accountant Certified financial documents such as Profit and Loss statement, Balance Sheets for the last three financial years as mentioned above.

Additional Documents Required:

1) Duly Signed and Stamped Acceptance to Scope of Work uploaded by the buyer.

## **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in



the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**