

## **SHORT TERM TENDER NOTICE**

Online bids and Sealed Technical bids are invited for and on behalf of, J & k Khadi and Village Industries Board, Sanat Ghar Bemina, Srinagar, J&K in two bids- Technical and Financial bid, from registered and reputed agencies with proven competency in the field of Computerization/Digitization of Office Records and Document Management System. Terms and Conditions applicable to the tender are available on Board's Website, [www.jkkvib.nic.in](http://www.jkkvib.nic.in) and [www.jktenders.gov.in](http://www.jktenders.gov.in)

# **SHORT TERM TENDER**

FOR

**DIGITIZATION AND COMPUTERIZATION**

OF

**DATA OF SC/ST ENTREPRENEURS**

**&**

**OTHER ALLIED WORK.**

ISSUED BY

**J & K KHADI AND VILLAGE INDUSTRIES  
BOARD, EXHIBITION GROUND JAMMU (Nov-  
April) OLD SANAT GHAR, BEMINA, SRINAGAR  
(May-Oct). WEBSITE: [www.jkkvib.nic.in](http://www.jkkvib.nic.in)**

## **1. INTRODUCTION:**

J & K KVIB has received the data of SC/ST entrepreneurs from various Districts of the J&K State through its District Officers. Keeping in view the bulk number of the data, the job of computerisation/Digitization of the Data (as per format to be provided by the Board) shall be outsourced to an agency/firm/proprietorship concern which is registered with Central/State Government and is of repute and has proven competence in the field of Computerization/Digitization.

## **2. PROPOSAL:**

Online bids and Sealed Technical bids along with tender document for and on behalf of Financial Advisor and Chief Accounts Officer, J & K Khadi and Village Industries Board in two bids- Technical and Financial, from registered and reputed agencies with proven competency in the field of Computerization/Digitization of Office Records and Document Management System. The Tender form completed in all respects along with Earnest Money Deposit (EDM) of Rs 20,000.00 (Rupees Twenty Thousand) only in the form of Bank Demand Draft favouring Financial Advisor and Chief Accounts Officer, J & K Khadi and Village Industries Board payable at Srinagar must be submitted in Tender Box kept in the room of Financial Advisor and Chief Accounts Officer, J & K Khadi and Village Industries Board, Sanat Ghar Bemina, Srinagar by or before 03:00 PM, upto 16<sup>th</sup> of August, 2018.

## **3 : SUBMISSION RECEIPT AND OPENING OF TENDERS:**

- a) The detailed documents can be downloaded from our website [www.jkkvib.nic.in](http://www.jkkvib.nic.in) and [www.jktenders.gov.in](http://www.jktenders.gov.in)

<b>S.NO.</b>	<b>DESCRIPTION</b>	<b>DATE and TIME</b>
01	Publish Date	25-07-18, 04:30 PM
02	Bid Submission	26-07-2018
04	Bid End Date	11-08-2018
04	Hard copy Submission Date	16-08-2018 UPTO 01:00

		PM
06	Bid opening Date	17-08-2018 at 11:30 AM

b) The tenders will be opened on 17th of August, 2018 at 11:30 A.M. or any other date convenient , in presence of the tenderers who may like to be present at that time on their own expenses. If the last date for receipt/opening of tenders happens to be a holiday the date shall automatically get extended to next working day.

C) Incomplete/conditional bids/tenders or tenders without EMD or received after due date & time shall be summarily rejected. J & KVIB reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

D) **Technical Bid.** The technical bid should be sealed an envelop accompanied with CDR and other documents duly subscribe as technical bid for computerization and digitisation of data of SC/ST entrepreneur.

E) **financial Bid.** the financial bid shall contain price quoted for computerisation and digitisation of data of SC/ST entrepreneurs submitted through online(E-Tendering).

#### **4. SCOPE OF WORK:**

Computerization/Digitization of Data collected from different source of SC/ST Entrepreneurs of J&K State and other allied work, etc. The data has to be compiled as per requirement of J&K KVIB and 100 Booklet of the compiled data has to be prepared.

#### **5. ELIGIBILITY CRITERIA AND TECHNICAL REQUIREMENTS:**

I. Tender is open to all agencies/firms/companies/proprietorship engaged in digitization/computerization work.

- II.** The agency should be registered with Central/J & K State Government and must submit the details of their registration, Income Tax registration, copy of PAN Card, GST number and Tin number Certificates and other related documents.
- III.** The agency should have executed similar assignments of Computerization/Digitization of Central/State Government/Semi-Government Department/PSU or any Central/State Government owned organisation.
- IV.** The agency should have Annual Turn Over of more than Rs 20,00,000.00 (Rupees Twenty Lacs) only during the last three financial years and must submit the Audited Balanced Sheets for last three years along with their bid.
- V.** The agency must have minimum 05 (five) years of experience in the relevant field.
- VI.** Outsourcing or subletting of any nature or third party would not be accepted.
- VII.** The Tenderer should have adequate quantity and high definition/resolution performance Scanners, Desktop Computers, UPS, Printers (with both Coloured as well as Black and White printing ink) and Software capabilities of its own to carry out the work.
- VIII.** Scanning and Printing work of text and pictures wherever required must be legible and clean.

- IX.** The Agency should give an undertaking in writing that it has not been blacklisted by any Central/State Government/Autonomous/Recruitment/Examining Body.
- X.** The Tenderer should have its own registered Office in the state of Jammu and Kashmir. Documentary Proof to this has to be attached along with the bid.

## **6. TERMS AND CONDITIONS:**

- I.** The Technical details may be submitted as per Annexure-I to the tender and rates/financial bid shall be online.
- II.** The agency shall have to execute an agreement on Non-Judicial Stamp Paper of Rs 100.00 (Rupees One Hundred Only) only if considered for allotment of the work with terms and conditions to be enumerated in the tender.
- III.** The Tenderer shall have to complete the assignment within 10 (TEN) days from the date of award of tender.
- IV.** The Tenderer shall undertake to maintain full responsibility of the safe custody and to maintain secrecy/proper care of data provided by the Board. Each document/data/information will have to be kept strictly confidential and no part of it shall be divulged to any person. In case of any lapse, the agency/tenderer will be fully responsible for the consequences.
- V.** The Tenderer/agency shall undertake to maintain utmost secrecy while carrying out the job as is expected from a professional agency of high integrity carrying out such type of jobs.
- VI.** The Board reserves the right to reject any tender without assigning any reasons.
- VII.** The decision of Secretary/CEO, J& K KVIB shall be the final and binding upon in the event of any dispute arising out of the terms of the contract.

- VIII.** The payment shall be released to the tenderer after satisfactory completion of the job. No payment shall be made in advance. Income Tax as per relevant rules shall be deducted at source and with regard to other taxes compliances as per rules applicable; party/agency shall be personally responsible.
- IX.** The payment shall only be released consequent upon furnishing of the certificate to the effect that the Tenderer has completed the job satisfactorily.
- X.** In case the tenderer/agency fails to complete the assigned work within the stipulated time a penalty of Rs 1,00,000.00 (Rupees One Lac) only shall be imposed on the said agency and the remaining work/job shall be got completed from some other professional agency. In case any additional costs are to be incurred the same shall be deducted from the bill of the tenderer.

**J & K KHADI AND VILLAGE INDUSTRIES BOARD,**  
**SANAT GHAR, BEMINA, SRINAGAR.**

(Technical Bid for Computerization/Digitization of DATA OF SC/ST  
ENTREPRENEURS)

ANNEXURE – I

- Note: 1. To be sealed separately along with the Bank Demand  
Draft of Earnest Money Deposit.*
- 2. Bidder must read the instructions/terms and conditions  
carefully before filling up through Annexure.*

**1. About the Firm/Agency/Company:**

A	Year of establishment	
B	Type of firm/organisation/company (Proprietary/Private/Public/Govt.)	
C	Copy of Registration (Attach copy)	
D	Total Turn Over during : 2014-15 2015-16 2016-17 (Attach Photocopies of Audited Balance Sheets)	
E	Income Tax No. (PAN No. /TIN No./GST NO)	
F	Details & address of Office premises Owned/Rented (Attach proof thereof)	
G	Quality Certificate No. (if any) Details of Issuing Authority Validity of Certificate	From To
H	Activities of the Organisation	1 2 3
I	Since when engaged in: DTP/Image Processing ICR/OCR Digitisation/Computerization of documents	



j. Past experience in handling/computerization/digitization of records/documents/information/data management system with the name of the organisation(s), nature of the job(s), volume of the work in terms of documents, duration of completion of the job and since when:

S.No.	Year	Name of the Organisation	Name of Contact Person & Contact Number	Nature of the work	No. Of documents involved	Duration for completion of job	Value of the job
1							
2							
3							
4							
5							
6							

(Note: Attach copy of the Work Order- use separate sheet for details. Also attach Performance Certificate from the Organisation to whom you rendered services. Please indicate Telephone Number and Name of the Contact Person for whom you handled the above jobs).

## **2. PROFESSIONAL SUPPORT AVAILABLE:**

a) Manpower: Number of persons available at different level on regular roll and their experience in relevant field.

b) Equipments/Hardware/Software Support:

Equipments/ Hardware/ Software	No. available	Configuration/ Resolution	Year of Manufacturing	Make & Model
Desktop Computer				
Scanner				
Printer (B/W)				
Printer (C)				
Software				
Others				
1.				
2.				

**3. Have you ever been debarred by any Board/University/Organisation/Corporates for Computerization/Digitization of documents or related job management:**

If yes, Please mention why and when were you debarred.  
If No, attach a certificate declaring the same:

**4. DETAILS OF EARNEST MONEY DEPOSIT:**  
(Please attach Bank Demand Draft with this Annexure)

<b>DRAWEE DETAILS</b>	<b>DEMAND DRAFT NO.</b>	<b>DEMAND DRAFT DATE</b>	<b>DRAWEE BANK</b>	<b>AMOUNT</b>	<b>REMARKS</b>

**Certified that all the terms and conditions of this Tender are accepted by me/us. And all the facts/figures/information furnished by me/us are correct to the best of my knowledge.**

**Authorised Signatory (with full name, designation & stamp)**

**Contact Person** \_\_\_\_\_.

**Office Telephone NO.** \_\_\_\_\_.

**Mobile No.** \_\_\_\_\_.

**Email Address** \_\_\_\_\_.

**Website** \_\_\_\_\_.

**J & K KHADI AND VILLAGE INDUSTRIES BOARD,**  
**SANAT GHAR, BEMINA, SRINAGAR.**

(Financial Bid for Computerization/Digitization of SC/ST Data)

ANNEXURE – II

*Note: To be sealed separately, rates for the work indicated in the Tender Form.*

1. The Bidder(s) are requested to quote the rate for digitization/computerization per Entrepreneur of SC/ST and compilation and printing of Data per booklet. Task/item wise rate breakup may be provided.