

**No.5-47/2016-S&S**  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
(S&S Section)  
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**TENDER DOCUMENT**

Annual Contract for setting up & operationalization of Digitalization/Scanning Centre in the Ministry of Human Resource Development, Shastri Bhawan, New Delhi.

Date of issue of Tender Document:	<b>05<sup>th</sup> December, 2016</b>
Last Dates & Time for submission of Tender Document	<b>Up to 11.00 A.M. on 26<sup>th</sup> December, 2016</b>
<b>Date &amp; Time for opening of Tender Document</b>	
Technical Bids	<b>At 11:30 A.M. on 26<sup>th</sup> December, 2016</b>
Financial Bids of eligible Tenderers	Would be informed later.

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**F.No.5-47/2016-S&S**  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
(S&S Section)

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Shastri Bhawan, New Delhi.  
Dated: 05<sup>th</sup> December, 2016

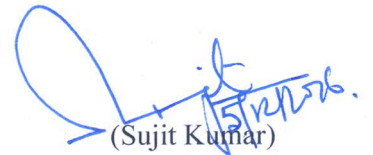
**E-Tender Notice**

**Subject:** Annual Contract for setting up & Operationalization of Digitalization/Scanning Centre in the Ministry of Human Resource Development, Shastri Bhawan, New Delhi.

Ministry of Human Resource Development invites e-tenders on CPP portal in two bid system (**Part-I: Technical Bid and Part II: Financial Bid**), from eligible and reputed firms for setting up & operationalization of Digitalization/Scanning Centre in the Ministry of Human Resource Development, Shastri Bhawan, New Delhi on the terms and conditions enumerated in detail in the tender document. The tender document can be downloaded from the website <http://eprocure.gov.in/eprocure/app>.

2. The last date of receipt of quotation is by **11:00 A.M. on 26<sup>th</sup> December, 2016**. The Technical and Financial bids, in prescribed format and other required document as per tender notice should be submitted on CPP portal website i.e. <http://eprocure.gov.in/cppp>. Bidders are requested to furnish/upload scanned copies of all documents in pdf. format. **EMD of Rs. 50, 000/- (Rupees Fifty Thousand only)** drawn in favour of "Pay & Account Officer (Education), Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001 must be submitted to the Section Officer, S&S-I Section, Room No. 123-C, Shastri Bhawan, New Delhi on or before last date/time of bid submission without which the tenders will not be considered. The scanned copy of EMD should also be uploaded with other documents. The successful bidder will be required to provide a **Performance Security Deposit of Rs. 1,00,000/- (Rupees One Lakh Only)**, upon award of the contract. The technical bid will be opened **on 26<sup>th</sup> December, 2016 at 11.30 A.M.**

3. Bidders may also contact toll free No. 18002337315 of Central Public Procurement portal for obtaining guidance to fill online tender.

  
(Sujit Kumar)

Under Secretary to Govt. of India  
Tel. No. 2307 3109.

SCOPE OF WORK

**(a) Pre-Scanning Activities**

- Documents are kept at different offices of Ministry of Human Resource of Development located at different places i.e. Shastri Bhawan, West Block R.K Puram, Jeevan Deep Building or residential offices of Hon'ble Ministers of HRD. Documents are to be collected from rooms/selves and required to be counted and entered into the log register before taking to the scanning area. The documents are required to be scanned at the specific location of the office of the Ministry.
- Since some documents are old and are not in good physical condition, documents are required to be repaired if not in condition fit for scanning. Vendor is required to handle these documents carefully.
- It shall be responsibility of the vendor to take care of the protection and security of documents. In case of loss of any document appropriate remedy including penalty will be imposed on the vendor for the loss suffered. A committee shall be constituted for assessing the damages and finalizing the appropriate remedial measures.
- Each page shall be serially numbered and shall be counted while giving the documents back.
- The vendor will make arrangement for a supervisor at each location of the Ministry who will supervise the Scanning activity carrying out in the Ministry and will be reporting to the Ministry to the on progress on scanning on daily basis.
- Scanning agency should ensure that there is no data breach at their end and there is no inappropriate disclosure of information contained in the documents.

**(b) Scanning Activities**

**Batch Processing, Archiving (Scanning Storing into image / digital form) and Retrieval.**

- The scanning of the records of A4/legal/A3 sizes at minimum 300 dpi resolution in B/w or Grey-scale.
- Receiving files by the contractor from staff of Ministry of Human Resource of Development after counting and entering details in the log register.
- Preparing the files for scanning/ digitization purpose, i.e. removal of tags, pins, etc.
- Scanning, Storing the Data in Scanned form with mirroring facility and one Additional backup on hard disk drive to the person responsible.
- The output has to be given in Searchable PDF format with metadata as prescribed by the Ministry. The pdf data should be of size of 20 Mb.
- Indexing the scanned and stored data. Handing over the files back to the section in their original condition, maintain a chain of procession.
- Handing over the slotted scanned data on appropriate electronic media to Ministry of Human Resource of Development.

**(c) Image Enhancement Activities**

- Vendor should ensure that qualities of scanned images are enhanced up to the optimum level and required image enhancement activities have been done on the documents.



- In case the documents are not legible it shall be the bidder's responsibility to scan the documents on high resolution i.e. 600 dpi or higher.

**(d) Indexing / Metadata Entry**

- Vendor has to do the metadata entry s per the requirement of Authority for the scanned documents as well as already existed softcopies of the documents. Indexing parameters shall be decided by the Authority at the time of award of contract.

**(e) Retrieval of digitized documents.**

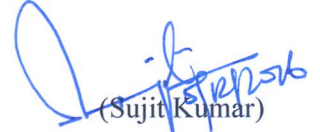
- The hyper-linking of the data should be done with the bookmarking for the faster retrieval of relevant information.
- Indexing of scanned files and existing files in softcopies along with the metadata entry should be done before uploading to Document Management System (DMS).
- The system should allow scaling at any point in future.
- It should be able to store and retrieve documents of any format like tiff, jpeg, Pdf, Pdf/a etc.
- The system should have administrative module and user module preferably web front end.
- It should support a) Digital signature, b) Time stamping, c) Retime stamping and d) Encryption.
- It should be a Modular system, designed using Microsoft .NET Framework 3.5/4 platform.
- It should be Xml Signature compliant.
- It should be WS-Security, WS-Secure Conversation; WS-Reliable Messaging enabled transport channels complaint.
- It should also support Mutual certificate –based, protected communication.
- The system should be able to support Arbitrary document format (Microsoft Office, Adobe PDF, XMI, .....)
- The Proposed software should be user friendly with easy to use interface (UI).
- Short training to the officials and staffs of the Ministry to facilitate the operation of Document Management System (DMS) should be included in the workflow.
- The software and the methodology to be adopted should ensure seamless integration with the existing workflow system.

**Scanning Activities Conditions**

- Take precautions with documents in an orderly manner without disturbing the chronology of the documents and without mixing pages between different documents.
- Carry out the scanning and profiling (including and Meta data entry) of the documents as supplied to the vendor. The vendor shall strictly comply with the operational processes for implementation of the project.
- Blank and not numbered pages should not be scanned.
- The vendor shall add/replace poor quality scanned images/documents on its own, for which vendor shall not be entitled to get any extra payment.
- It is absolute responsibility of the vendor to ensure that the contents of the digitized documents shall be an extra replica of the original paper document maintained as part of the records in the books. This will be a mandatory condition for the vendor to authenticate the validity of the digitized documents.
- Authority may direct to get all the documents scanned and digitized afresh by any other vendor, if it is found that the vendor has not performed the task of scanning digitization satisfactorily and

the images are of poor quality and expenditure in doing so incurred by authority shall be deducted from the vendor's bill.

- Vendor should impart adequate training to the staff of this office for (A) archival (scanning and storing) (B) retrieval and printing.
- The files / documents will not be allowed to be removed from space / premises allocated to the firm. Suitable hardware infrastructure / facilities have to be established onsite at the room allocated by the Ministry to do the Digitization work.
- Under no circumstances, the documents shall be changed, mutilated, destroyed or replaced by some other documents.
- 5000-10000 pages (approx.) are estimated to be scanned daily.



(Sujit Kumar)

Under Secretary to Govt. of India

Tel. No. 2307 3109.

**TERMS AND CONDITIONS & ELIGIBILITY CRITERIA**

**(i) Eligibility Criteria**

1. The firm must have average annual turnover of Rs. 10 lakhs per annum during the last 3 years, ending 31<sup>st</sup> March of the previous financial year 2016 (2013-14, 2014-15 and 2015-16). Documents, i.e. Balance Sheet, profit & loss account and CA Certificate in support of turnover (along with Income Tax Returns of the relevant years) must be uploaded with the tender.
2. The firm must have a minimum experience of three years and it should have successfully completed similar works such as scanning , digitalization, documentation etc. in at least three Ministries/ Departments/ Government organizations as mentioned in Para (i) of Terms and Conditions above during last 3 years (2013-14, 2014-15 and 2015-16). Documentary proof in support of your claim must be attached (uploaded). The experience certificate should be issued by officers of the level of Section Officer and above
3. Experience certificates (as mentioned above), award letters and performance certificates of last three years issued by officers of the level of section officer and above should be uploaded.
4. The firms participating in the tender must have VAT Registration certificate. The documentary proof of registration certificate should be uploaded with the Technical bid.
5. The firm should submit EMD worth 50,000/- (Rupee Fifty Thousand Only) in the form of Fixed Deposit Receipt/Bank Draft/Banker's Cheque/Bank Guarantee drawn in favour of "Pay & Account Officer(Education), Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001.

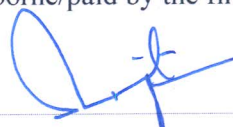


**(ii) Terms & conditions**

1. The technical bids will be evaluated first. Financial Bids of only those tenderer will be opened who qualify / fulfill the technical bids.
2. The price bid is to be made in only the BoQ and quotation of any firm which will make any price disclosure in document other than the BoQ for the tender will be summarily rejected.
3. The financial bids are to be uploaded only in the BOQ in the CPP Portal. The rates quoted against each item in the BOQ will be excluding taxes. Taxes as applicable must be reflected separately in the bill.
4. No correction either in the technical bid or financial bid is permitted. Incomplete or ambiguous bids without documentary proof will not be considered.
5. The firm is required to provide minimum **3 brand new heavy duty scanner of latest model with 112 ppm / 224 ipm\* at 300 dpi, A3 (11" x 17") paper size, ADF holds 350 pages, Ultrasonic double feed detection sensors, Create searchable PDF files to make it easy to find scanned documents, Pre- & Post-Scan Imprinter also with three Computer Systems, UPS, and Printers.** The firm may be required to install more machines on requirement basis. If any additional office of MHRD is setup within the aforesaid premises or elsewhere in NCR, the successful bidder will be responsible for providing services in these offices of the Ministry as well as per the terms and conditions of this tender document.
6. **The firm is required to provide at least three experienced operators**, for operating three machines. The normal hours shall be 9.00 AM to 7.00 PM Monday to Friday. However, they may have to sit late and come on holidays, if required.
7. The personnel to be deployed by the firm will be required to observe a formal dress code. The personnel should invariably be dressed in a collar shirt and trousers. They will be required to wear a badge "Facilities Person" on their shirt, indicating the name of the firm / company they belong to.
8. If any of the equipment covered under this 'Annual Contract for Digitalization/Scanning Centre' remains idle or out of order for want of repairs etc. for more than 2 days in a row, the Ministry has sufficient reasons to infer/conclude that the equipment concerned has not been properly maintained by the firm and a penalty of Rs. 2000 per day will be deducted from the charges due to the firm. Similarly, consistent poor quality of scanning will result in forfeiting of the payable amount accrued at the relevant Digitalization/Scanning center in the preceding seven days. The decision of the Ministry in this case would be final.
9. The firm will be entirely responsible for any loss caused to Government or to any other Government property as a result of negligence or carelessness on the part of the firm or its authorized engineers/representatives. The firm should make good the financial or any other losses caused to / suffered by the Government on this account. In case the Security deposit falls short or found to be insufficient to meet / adjust the loss thus incurred by the Ministry, the balance, as may be necessary, shall be recovered from the contractual charges due to the firm. The decision of the Ministry in the context shall be final and binding on the contractor.
10. The firm will not divulge any details to any person whatsoever of the confidential / secret papers / documents done at the Digitalization/Scanning centers.
11. Within 7 days from the issue of contract letter, the firm is required to install the machines along with all consumables and incidentals etc.

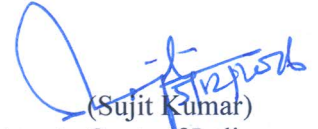


12. The firm will be solely responsible for complying with various labour laws, EPF, ESI stipulations in respect of the employees deputed by it in the Digitalization/Scanning Center of MHRD.
13. Rates once quoted and accepted by the MHRD, shall be final and binding on the firm and shall be valid for the entire period of the contract.
14. All the machines should remain in operation all the time. If any defect occurs in these machines the contractor should get it rectified immediately and in case repair is likely to take some time, the machine should be replaced immediately. In no case, office work should suffer due to defects in machines.
15. Space and electricity will be provided by the Ministry whereas maintenance of equipment (to ensure that these are in perfect working conditions) will be the responsibility of the firm.
16. The contractual value of the contract will be paid to the firm on monthly basis on the basis of the demand slips and satisfactory performance of the firm during the respective period. For this purpose, the firm should submit pre-receipted bill / invoice of their claim with the requisitions duly signed and stamped by the officers concerned after completion of every month.
17. Initially contract will be awarded for one year from the date of award which however can be extended for twice for one year at a time depending on the satisfactory service of the firm.
18. The EMD of the unsuccessful tenderers will be released after finalization of the contract and EMD of successful tenderer will be released on receipt of Performance Security Deposit.
19. The EMD shall stand forfeited if a bidder withdraws or amends the bid/tender, or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount. The EMD shall also stand forfeited in the event of premature withdrawal of the tender(s) by any of the tenderers.
20. The firm should furnish security money worth Rs.1,00,000/- (Rupees One Lakh Only) in the form of Fixed Deposit Receipt/Bank Draft/Banker's cheque/Bank Guarantee in favour of "Pay & Account Officer(Education), MHRD New Delhi within 15 days from the date of award of the contract which will be returned after satisfactory completion of the contract. The security money should remain valid for a period of sixty days beyond the date of completion of the contract.
21. If the work is found unsatisfactory or, if firm dishonor the contract, the security money may be forfeited and the job may be entrusted to another firm without giving any notice to the contractor. In this regard the decision of the office will be final and binding on the contractor.
22. No advance payment will be made in any case and TDS will be deducted as per rules.
23. The requisition for making Scan which will be providing to the operator duly signed and stamped by the concerned officer.
24. The tender application without complete documents/information shall not be considered.
25. The firm will get Police Verification of its employees done at its cost.
26. The operator will have a mobile phone which will not be switched off during the time when work is on.
27. The operator will not leak information contained in the letters and documents given to them for making copies.
28. The firm will prefer the bills for payment of the Scanning work along with requisition received from the officers/sections in the prescribed format on monthly basis.
29. Ministry of HRD has the right to terminate the contract without assigning any reason.
30. Compensation and connected expenses, what-so-ever, in case of any casualty (unforeseen) shall be the liability of the firm and borne/paid by the firm.





31. The firm will be entirely responsible for any loss caused to Government or to any other Government property as result of negligence or carelessness of firm. The firm should make good the financial or any other losses caused to /suffered by the Government on this account. In case of the Security deposit falls short or found to be insufficient to meet/adjust the loss thus incurred by the Ministry, the balance, as may be necessary, shall be recovered from the contractual charges due to the firm. The decision of the Ministry in the context shall be final and binding on the contractor.
32. The contract Awardee firm has to ensure that it fulfills all the requirements as per tax laws and other laws applicable to his firm/business. Ministry of Human Resource Development will not be liable for any violation of any laws/rules & regulations on the contractor and his firm.
33. The court of judicature would be Delhi High Court in case of any dispute.
34. Technical bid and Financial Bid should be submitted as per Annexure-III and Annexure-IV respectively.
35. It is cautioned that any firm which discloses its Rates in the technical bid will be summarily rejected.
36. The tender is not transferable and under no circumstances successful firm appoint any sub-contractor or sub-lease the contract. If it is found, that the contractor has violated these conditions, the contract will be terminated forthwith without any notice.



(Sujit Kumar)  
Under Secretary to Govt. of India  
Tel. No. 23073109.

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the MHRD in future.

(Name & Signature of authorized signatory with stamp)

A handwritten signature in blue ink, appearing to be 'S. J. Singh', written in a cursive style.

**PROFORMA FOR TECHNICAL BID**

(Annual Contract for setting up & operationalization of Digitalization/Scanning Centre in the Ministry of Human Resource Development, Shastri Bhawan, New Delhi)

**Qualifying Bid Documents**

(Copies of all documents are required to be uploaded in the Technical Bid on the CPP Portal)

Tender No. 5-47/2016-S&S

**Note: The documents to be uploaded should be legible, covered with index and have proper page no. In case the uploaded documents are not readable, the tender cannot be examined and the Technical Bids can be rejected, thereby rejecting the Tender of that firm.**

SL. No	Details	Documents to be uploaded
1	Name of Company/Firm	
2	Address with Tele. No., email	
3	Contract person's name, phone number and mobile number.	
4	The firm must have average annual turnover of Rs. 10 lakhs per annum during the last 3 years, ending 31 <sup>st</sup> March of the previous financial year 2016 (2013-14, 2014-15 and 2015-16). Documents, i.e. Balance Sheet, profit & loss account and CA Certificate in support of turnover (along with Income Tax Returns of the relevant years) must be uploaded with the tender.	Annual Turn Over to be clearly mentioned for 2013-14, 2014-15 and 2015-16 CA certificate. Income Tax Return Audited Balance Sheet Profit & Loss Account
5	The firm must have a minimum experience of three years and it should have successfully completed similar works such as scanning, digitalization, documentation etc. in at least three Ministries/ Departments/ Government organizations as mentioned in Para (i) of Terms and Conditions above during last 3 years (2013-14, 2014-15 and 2015-16). Documentary proof in support of your claim must be attached (uploaded). The experience certificate should be issued by officers of the level of Section Officer and above.	Award letters and Performance Certificates for last 3 years.
6	The firms participating in the tender must have VAT Registration. The documentary proof of registration certificate should be uploaded.	Copy of VAT No.
7	Details of EMD (Rs. 50,000/-)	Scanned Copy of EMD of Rs. 50,000/-

**PROFORMA FOR FINANCIAL BID**

(Annual Contract for setting up & operationalization of Digitalization/Scanning Centre in the Ministry of Human Resource Development, Shastri Bhawan, New Delhi)

Ministry of Human Resource Development  
Tender for setting up & operationalization of Digitalization/Scanning Centre  
Financial Bid Documents

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Tender No. 5-47/2016-S&S

Name of Company/Firm along with Address & Telephone No.

S. No.	Item	Rate per page in Rupees (excluding taxes)
1.	Scanning/Digitalization of documents at 300 DPI in Grey Scale or b/W in searchable PDF format on metadata, cleaning, cropping and creation of meta data & data entry along A3/A4/Legal Documents	

(Name & Signature of authorized signatory with stamp)



**Instructions of Online Bid submission**

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the “Online Bidder Enrollment” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
- 3) Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the ‘any tenders’ folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is constructed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, of the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.



- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the Tender FEE/EMD as applicable and enter details of the instruments.
- 19) 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 submitted bid will not be acceptable or liable for rejection.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
- 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) 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.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exist option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 1-800-233-7315 or send a mail over to [-cppp-nic@nic.in](mailto:-cppp-nic@nic.in).



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

Date

To

The Under Secretary to the Government of India  
S&S Section  
Ministry of Human Resource Development  
Department of Higher Education  
Room No.123-C  
Shastri Bhawan  
New Delhi.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: 5-47/2016-S&S

Name of Tender / Work: - Annual Contract for setting up & operationalization of Digitalization/Scanning Centre in the Ministry of Human Resource Development, Shastri Bhawan, New Delhi.

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' for the web site(s) namely:

**"Annual Contract for setting up & operationalization of Digitalization/Scanning Centre in the Ministry of Human Resource Development, Shastri Bhawan, New Delhi"** 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 Ministry/organization too have all 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 it's totally / entirely.

5. In case any provisions of this tender are found violated, then your Ministry/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,



(Signature of the Bidder, with Official Seal)